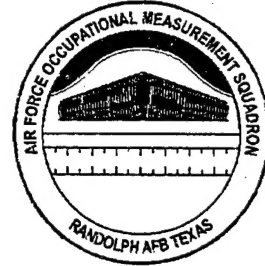




**UNITED STATES
AIR FORCE**



OCCUPATIONAL SURVEY REPORT



**AIRBORNE COMMUNICATIONS SYSTEMS
AFSC 1A3X1**

OSSN: 2346

JUNE 1999

**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
1550 5th STREET EAST
RANDOLPH AFB, TEXAS 78150-4449**

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AFOMS/OMYXL	10		5	10
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CCAF/AYX	1			
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HQ AFSOC/DPPMT	2		2	
HQ AMC/DPPET	1			
HQ PACAF/DPPET	3		3	
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HQ AFRC/DOA (155 2 ND STREET, ROBBINS AFB GA 31098-5000, ATTN: SMSGT WALTER)	2	1		

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PREFACE

This report presents the results of an Air Force Occupational Survey of the Airborne Communications Systems career ladder, Air Force Specialty Code (AFSC) 1A3X1. Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

The survey instrument was developed by Second Lieutenant Joe McAmis. Computer programming support was provided by Ms. Jeanie Guesman. Second Lieutenant Andrew K. Hosler analyzed the data and wrote the final report. This report has been reviewed and approved by Lt Col Roger W. Barnes, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to AFOMS/OMYXI, 1550 5th Street East, Randolph Air Force Base, Texas 78150-4449, or by calling DSN 487-5543. For information on the Air Force occupational survey process or other on-going projects, visit our web site at <http://www.omsq.af.mil>.

GEORGE KAILIWAI III, Lt Col, USAF
Commander
Air Force Occupational Measurement Sq

JOSEPH S. TARTELL
Chief, Occupational Analysis Flight
Air Force Occupational Measurement Sq

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SUMMARY OF RESULTS

1. **Survey Coverage:** AFSC 1A3X1 was surveyed to validate career ladder documents and training programs. Survey results are based on responses from 346 Active Duty (AD), Air National Guard (ANG), and Air Force Reserve Command (AFRC) personnel, accounting for 48 percent of the total population surveyed. Due to the lack of returns from the ANG respondents (8 airmen), their data was used for job typing only and not for the remainder of the analyses.
2. **Specialty Jobs:** Nine specialty jobs and one cluster (containing two separate jobs) were identified, accounting for 89 percent of the survey sample. The job and cluster include: Surveillance Radio Operator / Maintenance Job, Surveillance Radio Operator Job, Surveillance Radio Maintenance Job, HC/MC-130 Radio Operator Job, EC-130 Radio Maintenance Job, Secure Communications Cluster, AUTODIN / LF Operator Job, Command and Control Radio Maintenance Job, Instructors Job, and Senior Manager Job. ANG and AFRC members are limited to the specialty jobs that utilize the aircraft platforms available to them. Ninety-five percent of the airmen within the Command and Control Radio Maintenance Job formerly held the 2A4X3 AFSC which recently merged the in-flight maintenance personnel with AFSC 1A3X1.
3. **Career Ladder Progression:** Skill-level progression for members of this AFSC is atypical, as 7-skill level members are just as involved with technical tasks as 3-skill level members. Only at the 9-skill level and Chief Enlisted Manager (CEM) level do personnel hold a more managerial position. Air Force Reserve respondents remain much more technically oriented than their Active Duty counterparts.
4. **Training Analysis:** The current strawman STS contains several entries that were not supported by survey data. The POI contains two entries that are not supported. Many tasks unreferenced to the STS or POI should be reviewed by training personnel and considered for addition.
5. **Job Satisfaction:** Job satisfaction among AFSC 1A3X1 personnel is good. It compares favorably to ratings given by other aircrew career fields and the 1995 AFSC 1A3X1 study. However, second enlistment reenlistment intentions appear lower in each case and may be a cause of concern. The AUTODIN/LF Operator Job claimed relatively lower job satisfaction than the other jobs in the career field.
6. **Implications:** Survey results indicate that the present classification structure, as described in the latest specialty description, accurately portrays the jobs performed by members of this career ladder. ANG and AFRC airmen specialty job performance is only restricted by the aircraft platforms available to them. The strawman STS and POI contain entries that lack survey data support. Both products require unmatched task review to ensure proper training. Job satisfaction is good with the exception of the relatively low reenlistment intentions of second-enlistment airmen. AUTODIN/LF Operator Job personnel appear to be the least satisfied personnel in the career field.

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**OCCUPATIONAL SURVEY REPORT (OSR)
AIRBORNE COMMUNICATIONS SYSTEMS
(AFSC 1A3X1)**

INTRODUCTION

This is an Occupational Survey Report (OSR) of the Air Force Specialty Code (AFSC) 1A3X1, Airborne Communications Systems career ladder conducted by the Air Force Occupational Measurement Squadron (AFOMS). Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

The recent history of the Airborne Communications Systems career ladder includes two mergers with other AFSCs. In October 1995, AFSC 1A5X2, Airborne Command and Control Communications Equipment merged into the Airborne Communications Systems career ladder. The current career ladder also includes the partial merger, in May 1998, of the in-flight maintenance portion of AFSC 2A4X3, Aircraft Command Control Communications and Navigation Systems. Survey data will be used to identify current utilization patterns among career ladder personnel and evaluate career ladder documents and training programs. The last OSR published for the Airborne Communications Systems career ladder was September 1994.

Background

As described in the AFMAN 36-2108, *Airman Classification*, 31 October 1998, *Specialty Description*, Airborne Communications Systems personnel operate transmitting and receiving equipment on airborne platforms to conduct air-to-ground and air-to-air communications, as well as operate airborne electronic reconnaissance equipment. Personnel perform preflight and postflight inspections of flight director, navigation, weather radar, and all airborne communications systems.

Personnel entering the AFSC 1A3X1 career ladder must complete the 127 academic day, Airborne Communications Systems Apprentice course at Keesler AFB MS. Upon completion of this AFSC awarding course, the graduate is awarded the 3-skill level.

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Entry into this career ladder currently requires an Armed Forces Vocational Aptitude Test Battery (ASVAB) score of Electronics - 67; a strength factor of "G" (Weight lift of 40 lbs) is also required. Personnel also must meet the following criteria for entry into the career ladder: qualify for aviation service according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*; physically qualify for aircrew duty according to AFI 48-123, *Medical Examination and Standards*; physically qualify for voice communications operations; type at a minimum rate of 25 words per minute; and be eligible for a Top Secret security clearance according to AFI 31-501, *Personnel Security Program Management*.

SURVEY METHODOLOGY

Inventory Development

This survey instrument was developed to include the tasks performed by AFSC 1A3X1, Airborne Communications Systems personnel. The data collection instrument for this occupational survey was USAF Job Inventory (JI) Occupational Survey Study Number (OSSN) 2346, dated July 1998. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, pertinent tasks from the previous survey instrument, and data from the last OSR. The preliminary task list was refined and validated through personal interviews with 39 subject-matter experts (SMEs) at the following training location and operational installations:

<u>BASE</u>	<u>UNIT VISITED</u>
Keesler AFB MS	332 TRS
Tinker AFB OK	965 AACS
Offutt AFB NE	55 OG
Duke Field FL	5 SOS
Hurlburt Field FL	8 SOS
Andrews AFB MD	1 AS
Harrisburg ANG PA	193 SOS

The resulting JI contains a comprehensive listing of 853 tasks grouped under 11 duty headings, and a background section requesting such information as grade, base, MAJCOM assigned, organizational level, AFSC held prior to the mergers, job title, level of qualification, aircraft platform in which most time is spent, forms used, and equipment used or operated.

assigned, organizational level, AFSC held prior to the mergers, job title, level of qualification, aircraft platform in which most time is spent, forms used, and equipment used or operated.

Survey Administration

From November 1998 through February 1999, base training offices at operational units worldwide administered the inventory to eligible AFSC 1A3X1 personnel. Job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Personnel Center, Randolph AFB TX. Each individual who completed the inventory first completed an identification and biographical information section and then checked each task performed in his or her current job. After checking all tasks performed, each member then rated each of these tasks on a 9-point scale, showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount time spent). To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

Survey Sample

Table 1 reflects the percentage of distribution, by Duty AFSC (DAFSC), of assigned AFSC 1A3X1 personnel as of November 1998. The 346 respondents in the final sample represent 41 percent of the total assigned personnel and 48 percent of the total personnel surveyed. Table 2 reflects the paygrade and MAJCOM distribution for this study.

TABLE 1

DAFSC/PREFIX DISTRIBUTION OF SURVEYED PERSONNEL

DAFSC	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
1A331	14	12
1A351	48	54
1A371	34	28
1A391	3	3
1A300	1	3
PREFIX	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
None	1	2
X	75	69
K	15	18
Q	8	9
T	1	2

TOTAL ASSIGNED* = 844

TOTAL SURVEYED** = 722

TOTAL IN SURVEY SAMPLE = 346

PERCENT OF ASSIGNED IN SAMPLE = 41%

PERCENT OF SURVEYED IN SAMPLE = 48%

* Assigned strength as of November 1998

** Excludes personnel in PCS, student, or hospital status, or less than 6 weeks on the job

***Prefixes definitions are given below:

X - Aircrew

K - Aircrew Instructor

Q - Aircrew Standardization/Flight Examiner

T - Formal Training Instructor

TABLE 2

PAYGRADE/COMMAND DISTRIBUTION OF SURVEY SAMPLE

PAYGRADE	PERCENT OF ASSIGNED	PERCENT OF SAMPLE
E-1 - E-3	20	18
E-4	20	24
E-5	27	27
E-6	15	14
E-7	14	12
E-8	3	3
E-9	1	2
COMMAND	PERCENT OF ASSIGNED	PERCENT OF SAMPLE
ACC	60	69
AETC	3	5
AFSOC	8	3
AMC	7	4
AF ELEMENT EUR	4	4
PACAF	3	5
USAFE	1	1
AFRC	6	6
ANG	7	2
OTHER*	1	1

*"Other" includes other Air Force Elements, AFMC, and AFPC

As can be seen from Tables 1 and 2, the DAFSC, DAFSC prefix, paygrade, and command distributions of the survey sample are reasonably close to the percent assigned. This indicates a high probability that the survey is an accurate representation of the respective populations for the AFSC 1A3X1 career ladder.

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 1A3X1 personnel (generally E-6 or E-7 craftsmen) also completed a second booklet for either training emphasis (TE) or task difficulty (TD). These booklets were processed separately from the JIs. This information is used in a number of different analyses discussed in more detail within the report.

Training Emphasis (TE): TE is a rating of the amount of emphasis that should be placed on tasks in entry-level training. The 30 senior NCOs who completed a TE booklet were asked to select tasks they felt require some sort of structured training for entry-level personnel and then indicate how much training emphasis these tasks should receive, from 0 (not important to train) to 9 (extremely high emphasis). Structured training is defined as training provided at resident training schools, field training detachments (FTD), mobile training teams (MTT), formal on-the-job-training (OJT), or any other organized training method. The interrater agreement for these 30 raters was acceptable. Personnel generally agreed on which tasks should be rated highest in training importance. The average TE rating for AFSC 1A3X1 Ws 1.46, with a standard deviation of 1.36. These numbers mean that any task with a final TE rating of 2.82 or greater is considered important to train.

Task Difficulty (TD): TD is an estimate of the amount of time needed to learn how to do each task satisfactorily. Only 19 senior NCOs completed TD booklets. Those 19 raters were asked to rate the difficulty of each task using a 9-point scale (extremely easy to extremely difficult to learn). Interrater reliability was acceptable. Respondents generally agreed upon the difficulty to learn the tasks. Ratings were standardized so tasks have an average difficulty of 5.00 and a standard deviation of 1.00. Any task with a TD rating of 6.00 or above is considered to be difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TE and TD ratings can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting entry-level jobs.

SPECIALTY JOBS

The first step in the analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. The Comprehensive Occupational Data Analysis Program (CODAP) assists by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on these tasks. The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, CODAP either adds new members to this initial group, or forms new groups based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the Job. When two or more jobs have a substantial degree of similarity, in tasks performed and time spent on tasks, they are grouped together and identified as a Cluster. The structure of the career ladder is then defined in terms of jobs and clusters of jobs.

Overview of Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, nine independent jobs and one cluster were identified within the career ladder. Figure 1 illustrates the jobs and cluster performed by AFSC 1A3X1 personnel.

A listing of the jobs and cluster is provided below. The cluster is shown with its two related jobs as points A and B. The stage (ST) number shown beside each title references computer-printed information; the letter "N" indicates the number of personnel in each group.

- I. SURVEILLANCE RADIO OPERATOR/MAINTENANCE JOB (ST044, N=186)
- II. SURVEILLANCE RADIO OPERATOR JOB (ST046, N=15)
- III. SURVEILLANCE RADIO MAINTENANCE JOB (ST042, N=7)
- IV. HC/MC-130 RADIO OPERATOR JOB (ST065, N=16)
- V. EC-130 RADIO MAINTENANCE JOB (ST070, N=8)

- VI. SECURE COMMUNICATIONS CLUSTER (ST034, N=21)
 - A. PRESIDENTIAL SUPPORT RADIO JOB (ST050, N=10)
 - B. TACTICAL TERMINAL / HIGH FREQUENCY (TACTERM/HF) OPERATOR JOB (ST047, N=11)
- VII. AUTOMATED DIGITAL NETWORK / LOW FREQUENCY (AUTODIN/LF) OPERATOR JOB (ST045, N=24)
- VIII. COMMAND AND CONTROL (C²) RADIO MAINTENANCE JOB (ST066, N=21)
- IX. INSTRUCTORS JOB (ST043, N=5)
- X. SENIOR MANAGER JOB (ST057, N=5)

The respondents forming these jobs and clusters account for 89 percent of the survey sample. The remaining 11 percent, for one reason or another, did not group into one of these jobs or clusters. Examples of job titles for these personnel include CDC Writer, Training Superintendent, Evaluator, Instructor, and Ground Scheduler.

AFSC 1A3X1 CAREER LADDER SPECIALTY JOBS
(N = 346)

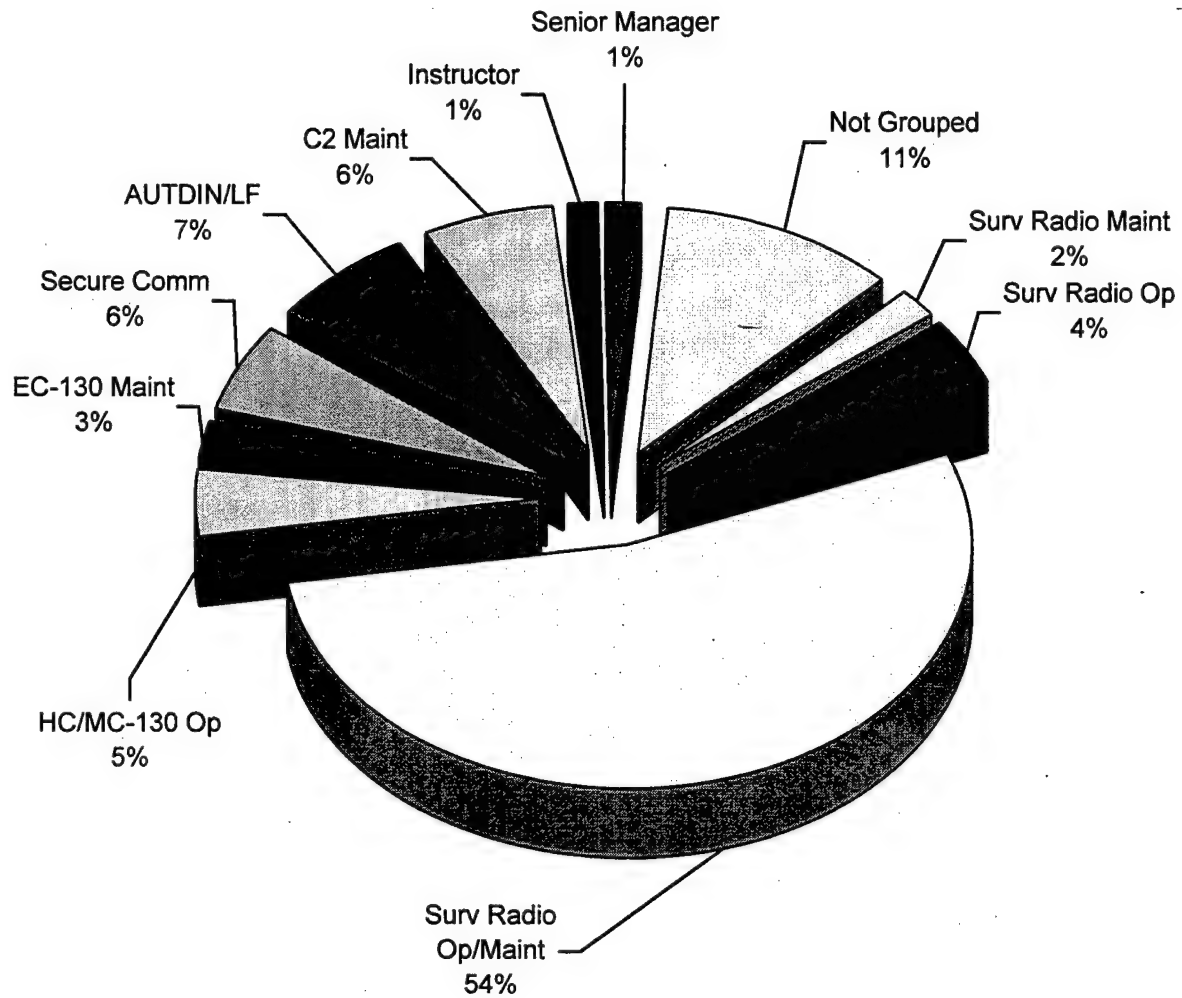


FIGURE 1

Group Descriptions

The following paragraphs contain brief descriptions of the jobs and cluster identified through the career ladder structure analysis. Table 3 presents the relative time spent on duties by members of these specialty jobs and cluster. Selected background data for these jobs and cluster are provided in Table 4. Representative tasks for all the groups are contained in Appendix A. Table 5 shows a job comparison between the current and 1994 surveys.

I. SURVEILLANCE RADIO OPERATOR / MAINTENANCE JOB (ST044). The 186 airmen forming this job represent the majority of the career field (54 percent). They average a very high number of tasks performed with 203, showing their diverse knowledge on their primarily E-3 and E-8 aircraft platforms. They are responsible for both the operation and the maintenance of the communications systems on their platforms. These airmen perform 42 percent of their time in Duty C, Airborne Operations and Maintenance of Communications Systems. Their other top duties include Duty A, Mission Planning or Prepermission Activities for 19 percent of their time and Duty B, Preflight or Thruflight Activities for 16 percent of their time. Representative tasks performed by these incumbents include:

- Monitor communications systems for malfunctions
- Perform mission operation of HF communications systems
- Perform preflight or thruflight inspections of HF communications systems
- Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records
- Participate in prepermission briefings, other than conducting
- Monitor communications links for malfunctions
- Provide physical security for COMSEC or classified material
- Perform mission operation of UHF equipment communications systems
- Perform preflight or thruflight inspections of UHF equipment communications systems
- Participate in postmission debriefings

This is one of two jobs within the career field composed of members from AD (169 members), ANG (5 members), and AFRC (12 members). The predominant paygrades are E-4 with 24 percent, E-5 with 23 percent, and E-3 with 21 percent. Skill level distribution was just as evenly dispersed; 5-skill level members represented 42 percent of the job, while 7-skill level members represented 34 percent and 3-skill level airmen accounted for 17 percent. Among the AD personnel, airmen average 8 years in the career field and 10 years in the service. The most common DAFSC prefixes are "X" at 61 percent, "K" at 25 percent, and "Q" at 13 percent.

II. SURVEILLANCE RADIO OPERATOR JOB (ST046). The 15 airmen forming this job perform an average of 95 tasks. Common to most jobs within this career ladder, the largest portion of their time (37 percent) is spent on Duty C, Airborne Operations and Maintenance of Communications Systems. Thirty and 18 percent of their time is spent performing tasks in Duty A, Mission Planning or Prepermission, and Duty B, Preflight or Thruflight, respectively. Every member of this job rates the E-3 as the aircraft platform on which they spend the greatest deal of their time. Some of the tasks best representative of these airmen follow:

- Provide physical security for COMSEC or classified material
- Annotate mission planning forms
- Inventory and update COMSEC material
- Coordinate data links
- Perform mission operation of Link-11 equipment digital data sets
- Monitor communications links for malfunctions
- Inventory classified materials or documents
- Close or secure crew entry doors
- Perform mission operation of UHF baseband distribution panels (BDPs)
- Destroy COMSEC or classified materials or documents

All fifteen members of this job were active duty airmen. They average 5.5 years in the career field and 8.3 years in the service. Thirty-three percent of the job incumbents are E-4, while E-3 and E-5 personnel account for 27 and 20 percent, respectively. Most members of the career field are 5-skill level airmen (53 percent), however, the 3-skill level at 27 percent and 7-skill level at 13 percent are also well represented. Ninety-three percent carry the "X" DAFSC prefix.

III. SURVEILLANCE RADIO MAINTENANCE JOB (ST042). Seven airmen comprise this group of specialized maintenance personnel. Eighty-six percent of these respondents listed the E-3 as the primary aircraft on which they work. The remaining 14 percent noted the E-8 aircraft. This group spends 52 percent of their time performing the Airborne Operations and Maintenance of Communications System of Duty C. Much of the rest of their time is spent on Preflight or Thruflight of Duty B (22 percent) or on Mission Planning or Prepermission Activities of Duty A (18 percent). They average a low amount of tasks performed, 65, which exhibits their specialized job. Distinctive tasks performed include:

- Perform preflight or thruflight inspections of Joint Tactical Information Distribution Systems (JTIDS)
- Troubleshoot UHF equipment communications systems
- Perform preflight or thruflight inspections of HF equipment communications systems
- Perform mission maintenance checks of intercom or galley chimes

- Send Have Quick times of day
- Perform preflight or thruflight inspections of HF communications systems
- Perform preflight or thruflight inspections of UHF equipment communications systems
- Maintain airborne maintenance logs
- Troubleshoot JTIDS
- Repair JTIDS

This job includes both active duty (86 percent) and AFRC (14 percent) personnel. The active duty members are averaging nearly 5 years in the career field and about 8 years in the service. Seventy-one percent of the airmen are E-5s and 29 percent are E-3s. All members of this specialty job are qualified and work at the 5-skill level. The most common DAFSC prefix is "X" at 71 percent with the remainder of the personnel holding the "K" prefix.

IV. HC/MC-130 RADIO OPERATOR JOB (ST065). Sixteen airmen, averaging 107 tasks performed, comprise this job. Without exception, these personnel are delegated to the communications systems of the MC-130 (69 percent) and the HC-130 (31 percent), typically for special operations missions. Duty C, Airborne Operations and Maintenance of Communications Systems again tops the list of duties accounting for 28 percent of their time. The Mission Planning or Permission Activities of Duty A account for 26 percent of their time, and Duty B, Preflight or Thruflight, is the focus of 17 percent of their time. Some of the typical tasks performed by these airmen include:

- Inventory classified materials or documents
- Participate in premission briefings, other than conducting
- Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records
- Inventory communications kits
- Perform mission operation of HF communications systems
- Provide physical security for COMSEC or classified material
- Request time-of-landing weather forecasts
- Perform preflight or thruflight inspections of HF communications systems
- Destroy COMSEC or classified materials or documents
- Perform preflight or thruflight inspections of identification friend or foe (IFF) systems

This is the second and final job within the career field that includes AD, ANG, and AFRC personnel. Only 31 percent of the incumbents were AD, while the ANG and AFRC accounted for 19 percent and 50 percent, respectively. The AD personnel average 10 years in the career field and 11.5 years in the service. Five- and 7-skill levels are equally represented in the job with 50 percent each. E-6 and E-7 paygrades each contained 31 percent of the job force, while E-5 personnel accounted for 19 percent and "X" accounting for 75 percent of the members, was the primary DAFSC prefix.

V. EC-130 RADIO MAINTENANCE JOB (ST070). The seven AD airmen in this job, performing an average of 167 tasks, ensure the radios on the EC-130s at Davis-Monthan AFB, AZ work properly. As is the case with most jobs within the career field, the tasks of Duty C, Airborne Operations and Maintenance of Communications Systems account for much of their time (30 percent). Another 21 percent and 19 percent of their time, respectively, is spent on Duty A, Mission Planning or Prepermission Activities and Duty B, Preflight or Thruflight. Representative tasks include:

- Perform inflight walk-around inspections
- Inspect crew position lights
- Close or secure crew entry doors
- Inspect cargo compartment doors
- Debrief ground maintenance personnel
- Inspect aircraft life support equipment
- Obtain specialized mission equipment, such as audio tapes, optical disks, video tapes, or time modules
- Determine aircraft status
- Perform mission operation of JTIDS
- Perform graphics display generator group (GDGG) shutdown procedures

All members of this job are active duty airmen. They average 7.3 years in the career field and 9 years in the service. Incumbents are split 25 percent each into E-3, E-4, and E-5 paygrades. Sixty-three percent of the members perform as 5-skill level airmen, while 37 percent perform in the 7-skill level. The most common DAFSC prefix is "X" (63 percent) followed by "Q" with 25 percent.

VI. SECURE COMMUNICATIONS CLUSTER (ST034). The 21 active duty airmen grouped into this cluster are responsible for secure communications on their respective aircraft. Thirty-six percent of their time is spent on Duty C, Airborne Operations and Maintenance of Communications Systems, followed by 19 percent of their time spent on Duty B, Preflight and Thruflight. Another 14 percent of their time is spent performing tasks associated with Duty A, Mission Planning or Prepermission. The similarities between the tasks and duties performed by members of the two jobs are substantial. Tasks generally common to both jobs and which best represent the cluster include:

- Perform mission operation of STU-IIIs/STU-IVRs

- Perform preflight or thruflight inspections of international maritime satellites (INMARSATs)
- Inventory classified materials or documents
- Perform mission operation of INMARSATs
- Perform preflight or thruflight inspections of HF communications systems
- Destroy COMSEC or classified materials or documents
- Perform mission operation of secure voice systems
- Inventory and update COMSEC material
- Perform preflight and thruflight inspections of secure phones
- Perform preflight and thruflight inspections of secure voice systems

The separation between the two jobs of this cluster is due to aircraft platforms on which they perform, primary skill levels, and primary paygrades within each job. The first of the two jobs within the cluster is the PRESIDENTIAL SUPPORT RADIO JOB (ST050). This job includes ten airmen performing an average of 176 tasks. Their primary aircraft are the "VC" series of support aircraft: the VC-32 (60 percent), VC-137 (20 percent), and VC-25 (20 percent). These members are all at Andrews AFB, MD. They perform higher in Duty C, Airborne Operations and Maintenance of Communications Systems (43 percent), than their counterparts in the cluster. They also perform slightly higher in Duty B, Preflight and Thruflight, which accounts for 21 percent of their time. However, their main tasks performed are similar so are shown in the cluster summary.

The airmen within the PRESIDENTIAL SUPPORT RADIO JOB are the more senior personnel in the cluster, averaging 11.5 years in the service and 16 years in the service. Forty percent of the members are E-6, while E-5 and E-7 represent 30 percent each. The majority of the job force works in the 7-skill level (60 percent), with 20 percent each in the 5- and 9-skill levels. Duty AFSC prefixes are distributed as follows: 50 percent are "X," 40 percent are "K," and 10 percent are "Q."

The second and final job within the SECURE COMMUNICATIONS CLUSTER is the TACTICAL TERMINAL / HIGH FREQUENCY (TACTERM/HF) OPERATOR JOB (ST047). Eleven airmen comprise this job averaging 156 tasks performed. Each incumbent lists the E-4 as his primary aircraft platform and all work at Offutt AFB, NE. These airmen spend 31 percent of their time on Duty C, Airborne Operations and Maintenance of Communications Systems. Performing tasks of Duty B, Preflight and Thruflight account for 17 percent of their time. Again, their tasks are covered in the cluster summary.

TACTERM/HF OPERATOR JOB personnel average 6.3 years in the career field and 8.8 years in the service. E-4 and E-5 personnel each account for 36 percent of the job, while E-3 personnel comprise 18 percent. Most of the personnel in the job (82 percent) perform at the 5-skill level and another 18 percent perform at the 7-skill level. Ninety-one percent list their DAFSC prefix as "X," while the remaining 9 percent list "Q."

VII. AUTOMATED DIGITAL NETWORK/LOW FREQUENCY (AUTODIN/LF) OPERATOR JOB (ST045). Twenty-four members, performing an average of 109 tasks, comprise this job. Each incumbent lists the E-4 as his primary aircraft platform. These airmen typically use AUTODIN and LF radios in the completion of their official duties. Their duty performance varies little from other jobs within the career field; Duty C, Airborne Operations and Maintenance of Communications Systems heads the list encompassing 33 percent of their time. Twenty percent of their time is spent on Duty A, Mission Planning or Prepermission and another 12 percent is spent on Duty B, Preflight or Thruflight. Some tasks that best represent this job follow:

- Inventory and update COMSEC material
- Perform mission operation of AUTODINs
- Perform mission operation of MILSTARs
- Prepare messages using AUTODINs
- Coordinate data links
- Perform alert crew changeovers
- Troubleshoot AUTODINs
- Inventory communications kits
- Store COMSEC materials in safe
- Practice alert force exercises

Personnel in this job average 6.3 years in the career field and 8.5 years in the service. All members are AD. The most common paygrade is E-4 accounting for 33 percent of the group, followed by E-5 (29 percent) and E-3 (25 percent). Most airmen perform within the 5-skill level (79 percent), however, there is a minority of 7-skill level (13 percent) and 3-skill level (8 percent) workers. Each member of the job holds the "X" DAFSC prefix.

VIII. COMMAND AND CONTROL RADIO MAINTENANCE JOB (ST066). The final of the technical jobs, the COMMAND AND CONTROL RADIO MAINTENANCE JOB consists of 21 AD members. They perform far more tasks on average than any other job within the career field with 306. These personnel also represent the final group of airmen to work primarily on the E-4. Their tasks are heavily weighted towards Duty C, Airborne Operations and Maintenance of Communications Systems, in which they perform 50 percent of the time. Fifteen percent of their time is spent on Duty B, Preflight or Thruflight and 9 percent of their time is spent on Duty A, Mission Planning or Prepermission Activities. Some of the tasks which best represent this job follow:

- Repair multiplex systems
- Troubleshoot automatic switchboards
- Repair automatic switchboards

- Troubleshoot multiplex systems
- Establish UHF/FM FDM links
- Perform preflight or thruflight inspections of multiplex systems
- Troubleshoot MILSTARs
- Perform mission operation of patch and test facilities
- Perform alert crew changeovers
- Troubleshoot UHF/FDMs

These airmen average only 1.7 years in the career field but average 12.2 years in the service. The partial merger of 2A4X3 with 1A3X1 accounts for the low number of years in the career field, as 95 percent of the job members previously held AFSC 2A4X3. E-5 is the most popular paygrade encompassing 48 percent of the members, while E-4 and E-6 capture 19 percent of the personnel each. Eighty-five percent of the airmen are 5-skill level workers; another 10 percent and 5 percent work in the 7- and 9-skill levels, respectively. Every member of this job holds the "X" DAFSC prefix.

IX. INSTRUCTORS JOB (ST043). Five AD members form this job. They average 135 tasks performed. These airmen are not necessarily technical school training instructors. Only three of the five members work for the training school at Keesler AFB, MS. The other two people are instructors at field training detachments. However, all five grouped as performing a similar job. The main duties performed by these airmen are Duty H, Management and Supervisory (27 percent); Duty I, Training (21 percent); and Duty C, Airborne Operations and Maintenance of Communications Systems (21 percent). Some of the tasks which best represent the job performed by these airmen are listed:

- Personalize lesson plans
- Maintain training records or files
- Evaluate progress of trainees
- Conduct formal course classroom training
- Counsel trainees on training progress
- Brief personnel concerning training programs or matters
- Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)
- Annotate cabinet, safe, or room security forms
- Develop or procure training materials or aids
- Establish or maintain study reference files

All members of this job are AD personnel who average almost 11 years in the career field and 12 years in the service. Four out of five of the personnel are 5-skill level members and the other member holds the 7-skill level. Two of the members are E-4 personnel, while the

remaining members are dispersed evenly among the E-5, E-6, and E-7 paygrades. Three out of 5 members hold the "T" DAFSC prefix and the rest are "K" prefix personnel.

X. SENIOR MANAGER JOB (ST057). Five members of the career field form this final job. These airmen are responsible for the running of the career field and its personnel. They have left the technical side of the career field and entered the supervisory and administrative portion. They perform on average 45 tasks and those tasks are heavily weighted towards the Management and Supervisory Activities of Duty H (68 percent). Duty J, General Administration and Technical Order System Activities accounts for 14 percent of their time and Training Activities of Duty I account for another 11 percent. Some tasks that best represent this job follow:

- Initiate personnel action requests
- Conduct general meetings, such as staff meetings, briefings, conferences, or workshops
- Interpret policies, directives, or procedures for subordinates
- Write recommendations for awards or decorations
- Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals
- Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace
- Write minutes of briefings, conferences, or meetings
- Draft supplements or changes to directives, such as policy directives, instructions, or manuals
- Write job or position descriptions
- Write or indorse military performance reports

These active duty airmen average the highest times in the career field and in the service at 16.8 years and 22 years, respectively. Their paygrades are indicative of the time they have spent in the service; E-8 and E-9 personnel represent 40 percent of the job each, while 20 percent are E-6 airmen. Skill levels coincide with the paygrade distribution; 40 percent each are 9-skill level and Chief Enlisted Managers (CEMs), with 7-skill level members comprising 20 percent of the job force. Sixty percent of the members have no DAFSC prefix, while the remaining 40 percent hold the "X" prefix.

Comparison to Previous Study

Table 5 lists the jobs and cluster identified in this report and compares them to the jobs of the 1994 report. Eight of the eleven jobs identified in the current report match to similar jobs in the previous report. The exceptions include the additions in this report of separate maintenance

jobs for separate aircraft platforms and missions as well as the addition of the Instructors Job. The previous survey also mentioned a job entitled European Theater VIP Support Communications Operator Job that had no match to the current survey.

The differences partially reflect the mergers of the 1A5X2 and 2A4X3 since the previous survey was conducted. Additionally, substantial changes to the survey instrument, the job inventory, regarding equipment used and tasks performed affected the differences seen between this study and the previous one.

TABLE 3

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	Sur. Radio Maint Job (ST042) (N=7)	Sur. Radio Operation Job (ST046) (N=15)	Sur. Radio Op/Maint Job (ST044) (N=186)	HC/MC- 130 Op Job (ST053) (N=16)	EC-130 Maint Job (ST070) (N=8)	Secure Comm Cluster (ST034) (N=21)
A PERFORMING MISSION PLANNING OR PREMISSION ACTIVITIES	18	30	19	26	21	14
B PERFORMING PREFLIGHT OR THRUFLIGHT ACTIVITIES	22	18	16	17	19	19
C PERFORMING AIRBORNE OPERATIONS AND MAINTENANCE OF COMMUNICATIONS SYSTEMS	52	37	42	28	30	36
D PERFORMING POSTFLIGHT INSPECTIONS AND RELATED ACTIVITIES	3	4	5	10	7	9
E PERFORMING ALERT ACTIVITIES	*	*	*	1	*	5
F PERFORMING CROSS UTILIZATION TRAINING (CUT) ACTIVITIES	0	*	1	2	4	2
G PERFORMING MOBILITY OR CONTINGENCY ACTIVITIES	*	2	2	4	3	1
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	1	4	7	5	6	6
I PERFORMING TRAINING ACTIVITIES	3	3	4	2	4	4
J PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDERS (TO) SYSTEM ACTIVITIES	*	1	3	4	4	3
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	0	*	*	1	*

* less than 1 percent

DUTIES	Autodim/ LF Op Job (ST045) (N=24)	C2 Radio Maint Job (ST066) (N=21)	Instructor Job (ST043) (N=5)	Senior Manager Job (ST057) (N=5)
A PERFORMING MISSION PLANNING OR PREMISSION ACTIVITIES	20	9	8	1
B PERFORMING PREFLIGHT OR THRUFLIGHT ACTIVITIES	12	15	8	1
C PERFORMING AIRBORNE OPERATIONS AND MAINTENANCE OF COMMUNICATIONS SYSTEMS	33	50	21	2
D PERFORMING POSTFLIGHT INSPECTIONS AND RELATED ACTIVITIES	9	8	2	*
E PERFORMING ALERT ACTIVITIES	11	3	0	2
F PERFORMING CROSS UTILIZATION TRAINING (CUT) ACTIVITIES	*	1	*	0
G PERFORMING MOBILITY OR CONTINGENCY ACTIVITIES	*	*	2	*
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	7	6	27	68
I PERFORMING TRAINING ACTIVITIES	3	3	21	11
J PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDERS (TO) SYSTEM ACTIVITIES	4	2	9	14
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	2	1	0

TABLE 4

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	Sur. Radio Maint Job (ST042) (N=7)	Sur. Radio Operation Job (ST046) (N=15)	Sur. Radio Op/Maint Job (ST044) (N=186)	HC/MC- 130 Op Job (ST053) (N=16)	EC-130 Maint Job (ST070) (N=8)	Secure Comm Cluster (ST034) (N=21)
PERCENT OF SAMPLE	2	4	54	5	3	6
PERCENT IN CONUS	71	73	83	88	100	100
DAFSC DISTRIBUTION:						
1A331	0	27	17	0	0	0
1A351	100	53	42	50	63	52
1A371	0	13	34	50	38	38
1A391 / 1A300	0	7	7	0	0	10
NO PREFIX	0	0	1	6	0	0
PREFIX X	71	93	61	75	63	71
PREFIX K	29	7	25	13	12	19
PREFIX Q	0	0	13	6	25	10
PREFIX T	0	0	0	0	0	0
COMPONENT STATUS:						
ACTIVE DUTY	86	100	91	31	100	100
AIR NATIONAL GUARD	0	0	3	19	0	0
AIR FORCE RESERVE	14	0	6	50	0	0
PAYGRADE DISTRIBUTION:						
E-1 - E-3	29	27	21	6	25	10
E-4	0	33	24	13	25	19
E-5	71	20	23	19	13	33
E-6	0	7	15	31	12	24
E-7	0	13	12	31	0	14
E-8, E-9	0	0	6	0	0	0
AVERAGE MONTHS IN CAREER FIELD *	66	77	99	75	89	106
AVERAGE MONTHS IN SERVICE *	97	100	121	107	108	141
PERCENT IN FIRST ENLISTMENT (1-48 MOS TAFMS) *	29	47	29	6	38	20
PERCENT SUPERVISING	29	33	37	44	50	48
AVERAGE NUMBER OF TASKS PERFORMED	65	95	203	107	167	165

* Active Duty Only

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	Autodin/ LF Ops Job (ST045) (N=24)	C2 Radio Maint Job (ST066) (N=21)	Instructor Job (ST043) (N=5)	Senior Manager Job (ST057) (N=5)
PERCENT OF SAMPLE	7	6	1	1
PERCENT IN CONUS	92	100	80	100
DAFSC DISTRIBUTION:				
1A331	8	0	0	0
1A351	79	86	80	0
1A371	13	10	20	20
1A391 / 1A300	0	4	0	80
NO PREFIX	0	0	0	60
PREFIX X	100	100	0	40
PREFIX K	0	0	40	0
PREFIX Q	0	0	0	0
PREFIX T	0	0	60	0
COMPONENT STATUS:				
ACTIVE DUTY	100	100	100	100
AIR NATIONAL GUARD	0	0	0	0
AIR FORCE RESERVE	0	0	0	0
PAYGRADE DISTRIBUTION:				
E-1 - E-3	25	0	0	0
E-4	33	19	40	0
E-5	29	48	20	0
E-6	4	19	20	20
E-7	9	10	20	0
E-8, E-9	0	4	0	80
AVERAGE MONTHS IN CAREER FIELD	76	21	130	202
AVERAGE MONTHS IN SERVICE	103	146	143	266
PERCENT IN FIRST ENLISTMENT (1-48 MOS TAFMS)	33	5	0	0
PERCENT SUPERVISING	42	81	40	40
AVERAGE NUMBER OF TASKS PERFORMED	109	306	135	45

TABLE 5

SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1994 SURVEYS

CURRENT SURVEY (N=346)	1994 SURVEY (N=318)
I. Surveillance Radio Maintenance Job	I. Communications Technician Job
II. Surveillance Radio Operator Job	II. AWACS Communications Operator Job
III. Surveillance Radio Operator / Maintenance Job	<i>No similar job was identified</i>
IV. HC/MC-1300 Radio Operator Job	III. Special Operations Communications Operator Job
V. EC-130 Radio Maintenance Job	<i>No similar job was identified</i>
VI. Secure Communications Cluster	IV. VIP Support Communications Operator Job
A. Presidential Support Radio	V. Special Air Missions Communications Operator Job
<i>No similar job was identified</i>	VI. European Theater VIP Support Communications Operator Job
B. TACTERM/HF Operator Job	VII. WABRES Voice Communications Operator Job
VII. AUTODIN/LF Operator Job	VIII. WABRES Data Communications Operator Job
VIII. Command and Control Radio Maintenance Job	IX. Air Deployment Control Communications Operator Job
IX. Instructors Job	<i>No similar job was identified</i>
X. Senior Manager Job	Headquarters Staff

ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information may then be used to evaluate how well career ladder documents, such as the AFMAN 36-2108 *Airman Classification*, Specialty Description and the Career Field Education and Training Plan (CFETP), reflect what career ladder personnel are actually doing in the field.

The distribution of skill-level groups across the career ladder jobs and cluster are displayed in Tables 6-9, while Tables 10-13 offer another perspective by displaying the relative percent time spent on each duty across skill-level groups. These tables also reflect the distribution of AD and AFRC personnel. Air National Guard figures are left out of this summary due to their small number of responses.

A somewhat atypical pattern of progression is noted within the AFSC 1A3X1 career ladder. Airmen enter the career field performing technical tasks, however, they continue performing large amounts of time on technical tasks even at the most experienced skill levels. Time spent on supervisory and management tasks is greater than time spent on technical tasks only for the 9-skill level and Chief Enlisted Manager group. Skill level appears to be tied more to primary aircraft platform than to tasks or duties performed.

Skill-Level Descriptions

DAFSC 1A331: Representing 12 percent of the survey sample, these 40 AD airmen perform an average of 148 tasks. Eighty-five percent of these airmen work in the Surveillance Radio Operator / Maintenance Job (Table 6), with 10 percent and 5 percent performing in the Surveillance Radio Operator Job and AUTODIN / LF Operator Job, respectively. Their primary aircraft are the E-3 and E-8.

The percent time spent on duties by DAFSC 1A331 personnel is displayed in Table 10. These 3-skill level members work regularly on the premission, preflight, thruflight, and airborne operations tasks of Duties A through C. Their work is typically technical in nature. Representative tasks performed by these members are listed in Table 14.

DAFSC 1A351: Fifty-four percent (185 members) of the survey sample perform at the 5-skill level. Since these members are the core of the career field, they are spread fairly evenly across all technical jobs and the cluster in the study. Forty-two percent of them work in the Surveillance Radio Operator / Maintenance Job (Table 7). The AUTODIN/LF Job and Command and Control Radio Maintenance Job each account for 10 percent of the personnel. Table 7 also reflects the differences in the job distribution of AD and AFRC forces. Because of the relatively small number of AFRC personnel in the 5-skill level, their membership does not adjust the total numbers substantially. However, the AFRC focus on the HC/MC-130 mission shows as 50

percent of the AFRC 5-skill level airmen perform in the corresponding job. This information describes a substantial difference in the employment of the personnel in this DAFSC between the AD and Reserve Forces based primarily on the assets available to each component.

Tables 15-17 list representative tasks performed by these DAFSC 1A351 personnel. Table 18 reflects those tasks which best differentiate the AD 3-skill levels from the 5-skill levels. Minor differences appear, noting the addition of instructional tasks to 5-skill level members corresponding to a small drop in certain technical tasks.

Table 19 compares the tasks performed by AD and AFRC 5-skill levels. The differences reflected in this table are side effects of the specialty job differences shown in Table 7. Differences are based on the aircraft available and the equipment used.

DAFSC 1A371: These 94 members perform an average of 193 tasks and represent 28 percent of the survey sample. Table 8 shows the highest percentage of members are in Surveillance Radio Operator/ Maintenance Job accounting for 65 percent. The remainder of the airmen are fairly evenly dispersed among the remaining jobs and cluster. Table 8 also reflects the 12 AFRC airmen. Similar to the 5-skill level description, a much higher percentage of AFRC members comprise the HC/MC-130 Radio Operator Job reflecting equipment available.

Table 12 displays the percent time spent on duties by 7-skill level airmen. These incumbents are still performing technical tasks during much of their work day while supervisory and management activities are limited. The combination of these two factors at the 7-skill level shows an atypical progression through the career ladder. AFRC personnel reported similar percentages of time spent on duties.

Several representative tasks performed by 7-skill level members are shown in Tables 20-22. Table 23 reflects tasks which best differentiate between AD 5- and 7-skill levels. The greatest differences, though still relatively minor, are the slight addition of supervisory and management tasks for 7-skill level members. This is more proof of the awkward progression through the career ladder.

Table 24 reflects the tasks which best differentiate between AFRC 5- and 7-skill levels. Greater differences between the skill levels appear in this table than the AD counterpart. AFRC 5-skill level members show a greater time spent on technical tasks while their 7-skill level counterparts have added supervisory tasks to their job performance.

The differences between AD and AFRC personnel holding the DAFSC 1A371 appear in Table 25. High percent members performing administrative and training tasks separate the AD personnel, while the AFRC spend a relatively greater time on certain postflight inspections than the AD airmen.

DAFSCs 1A391/1A300: These 18 AD members perform an average of 167 tasks and represent 6 percent of the survey sample. All members represented are AD as the single 9-skill

level AFRC respondent did not warrant separate analysis. Table 9 shows the highest percentage of members are in the technical Surveillance Radio Operator/ Maintenance Job accounting for 44 percent. Twenty-two percent of the members are in the Senior Manager Job.

Table 13 displays the percent time spent on duties by these members. About 50 percent of their time is still spent in the technical duties A through E. The single duty accounting for the highest percentage of their time, however, is Duty H, Performing Management and Supervisory Activities.

Several representative tasks performed by these senior level members are shown in Table 26. The table shows that many members are performing the supervisory tasks associated with their advanced skill levels. Table 27 reflects tasks which best differentiate between AD 7-skill level and senior level personnel. The table shows the shift towards a more supervisory and management role for the senior level personnel.

Summary

Progression appears to follow a rather atypical pattern. Personnel from the 3- through 7-skill level perform technically oriented jobs. Finally at the 9- and CEM skill levels, members of the career field perform a substantial amount of management duties. Progression appears to be more related to primary aircraft rather than duties performed. Three-skill level members are primarily working in the surveillance aircraft. As personnel gain experience and additional skill levels, they move to various other aircraft within the specialty.

The main difference between the AFSC 1A3X1 AD force and personnel in AFRC is the limited equipment available for the reservists. AFRC personnel work on the aircraft available to their command, generally the HC/MC-130s and the surveillance aircraft.

TABLE 6

DISTRIBUTION OF 3-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

<u>SPECIALTY JOBS</u>		ACTIVE 1A3X1 (N=40)
I.	Surveillance Radio Maintenance Job	0
II.	Surveillance Radio Operator Job	10
III.	Surveillance Radio Operator/Maintenance Job	80
IV.	HC/MC-1300 Radio Operator Job	0
V.	EC-130 Radio Maintenance Job	0
VI.	Secure Communications Cluster	0
VII.	AUTODIN/LF Operator Job	5
VIII.	Command and Control Radio Maintenance Job	0
IX.	Instructors Job	0
X.	Senior Manager Job	0
	Not Grouped	5

TABLE 7

DISTRIBUTION OF 5-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

SPECIALTY JOBS	TOTAL 1A351 (N=185)		ACTIVE 1A351 (N=177)		AFRC 1A351 (N=8)	
I. Surveillance Radio Maintenance Job	4		3		12	
II. Surveillance Radio Operator Job	4		4		0	
III. Surveillance Radio Operator/Maintenance Job	44		45		38	
IV. HC/MC-1300 Radio Operator Job	4		2		50	
V. EC-130 Radio Maintenance Job	3		3		0	
VI. Secure Communications Cluster	6		6		0	
VII. AUTODIN/LF Operator Job	10		11		0	
VIII. Command and Control Radio Maintenance Job	10		10		0	
IX. Instructors Job	2		2		0	
X. Senior Manager Job	0		0		0	
Not Grouped	13		14		0	

TABLE 8

DISTRIBUTION OF 7-SKILL LEVEL DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

SPECIALTY JOBS	TOTAL 1A371 (N=94)	ACTIVE 1A371 (N=82)	AFRC 1A371 (N=12)
I. Surveillance Radio Maintenance Job	0	0	0
II. Surveillance Radio Operator Job	2	2	0
III. Surveillance Radio Operator/Maintenance Job	65	65	67
IV. HC/MC-1300 Radio Operator Job	6	2	33
V. EC-130 Radio Maintenance Job	3	4	0
VI. Secure Communications Cluster	9	10	0
VII. AUTODIN/LF Operator Job	3	4	0
VIII. Command and Control Radio Maintenance Job	2	2	0
IX. Instructors Job	1	1	0
X. Senior Manager Job	1	1	0
Not Grouped	8	9	0

TABLE 9

DISTRIBUTION OF ACTIVE DUTY DAFSC 1A391/1A300 GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

<u>SPECIALTY JOBS</u>		1A391/ 1A300 (N=18)
I.	Surveillance Radio Maintenance Job	0
II.	Surveillance Radio Operator Job	6
III.	Surveillance Radio Operator/Maintenance Job	44
IV.	HC/MC-1300 Radio Operator Job	0
V.	EC-130 Radio Maintenance Job	0
VI.	Secure Communications Cluster	11
VII.	AUTODIN/LF Operator Job	0
VIII.	Command and Control Radio Maintenance Job	6
IX.	Instructors Job	0
X.	Senior Manager Job	22
	Not Grouped	11

TABLE 10
RELATIVE PERCENT TIME SPENT ON DUTIES BY 3-SKILL LEVEL DAFSC GROUPS

DUTIES	ACTIVE 1A331 (N=40)	
A	PERFORMING MISSION PLANNING OR PREMISSION ACTIVITIES	24
B	PERFORMING PREFLIGHT OR THRUFIGHT ACTIVITIES	21
C	PERFORMING AIRBORNE OPERATIONS AND MAINTENANCE OF COMMUNICATIONS SYSTEMS	44
D	PERFORMING POSTFLIGHT INSPECTIONS AND RELATED ACTIVITIES	4
E	PERFORMING ALERT ACTIVITIES	1
F	PERFORMING CROSS UTILIZATION TRAINING (CUT) ACTIVITIES	*
G	PERFORMING MOBILITY OR CONTINGENCY ACTIVITIES	2
H	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	1
I	PERFORMING TRAINING ACTIVITIES	*
J	PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDERS (TO) SYSTEM ACTIVITIES	2
K	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*

* less than 1 percent

TABLE 11

RELATIVE PERCENT TIME SPENT ON DUTIES BY 5-SKILL LEVEL DAFSC GROUPS

DUTIES	TOTAL 1A351 (N=185)	ACTIVE 1A351 (N=177)	AFRC 1A351 (N=8)
A PERFORMING MISSION PLANNING OR PERMISSION ACTIVITIES	19	19	21
B PERFORMING PREFLIGHT OR THRUFIGHT ACTIVITIES	16	16	19
C PERFORMING AIRBORNE OPERATIONS AND MAINTENANCE OF COMMUNICATIONS SYSTEMS	39	39	36
D PERFORMING POSTFLIGHT INSPECTIONS AND RELATED ACTIVITIES	6	6	9
E PERFORMING ALERT ACTIVITIES	3	3	*
F PERFORMING CROSS UTILIZATION TRAINING (CUT) ACTIVITIES	1	1	2
G PERFORMING MOBILITY OR CONTINGENCY ACTIVITIES	2	2	2
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	5	5	4
I PERFORMING TRAINING ACTIVITIES	5	5	2
J PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDERS (TO) SYSTEM ACTIVITIES	3	3	3
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	1	*

* less than 1 percent

TABLE 12

RELATIVE PERCENT TIME SPENT ON DUTIES BY 7-SKILL LEVEL DAFSC GROUPS

DUTIES	TOTAL 1A371 (N=94)	ACTIVE 1A371 (N=82)	AFRC 1A371 (N=12)
A PERFORMING MISSION PLANNING OR PREMISSION ACTIVITIES	18	18	24
B PERFORMING PREFLIGHT OR THRUFIGHT ACTIVITIES	14	14	16
C PERFORMING AIRBORNE OPERATIONS AND MAINTENANCE OF COMMUNICATIONS SYSTEMS	35	35	34
D PERFORMING POSTFLIGHT INSPECTIONS AND RELATED ACTIVITIES	5	5	9
E PERFORMING ALERT ACTIVITIES	1	1	*
F PERFORMING CROSS UTILIZATION TRAINING (CUT) ACTIVITIES	1	2	1
G PERFORMING MOBILITY OR CONTINGENCY ACTIVITIES	2	2	2
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	12	12	7
I PERFORMING TRAINING ACTIVITIES	6	5	3
J PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDERS (TO) SYSTEM ACTIVITIES	5	5	3
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	1	*

* less than 1 percent

TABLE 13

RELATIVE PERCENT TIME SPENT ON DUTIES BY AD DAFSC 1A391/1A300 GROUPS

DUTIES	1A391/ 1A300 (N=18)	
A	PERFORMING MISSION PLANNING OR PERMISSION ACTIVITIES	12
B	PERFORMING PREFLIGHT OR THRUFLIGHT ACTIVITIES	10
C	PERFORMING AIRBORNE OPERATIONS AND MAINTENANCE OF COMMUNICATIONS SYSTEMS	22
D	PERFORMING POSTFLIGHT INSPECTIONS AND RELATED ACTIVITIES	5
E	PERFORMING ALERT ACTIVITIES	2
F	PERFORMING CROSS UTILIZATION TRAINING (CUT) ACTIVITIES	1
G	PERFORMING MOBILITY OR CONTINGENCY ACTIVITIES	2
H	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	29
I	PERFORMING TRAINING ACTIVITIES	5
J	PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDERS (TO) SYSTEM ACTIVITIES	11
K	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1

TABLE 14

REPRESENTATIVE TASKS PERFORMED BY AD 1A331 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=40)
C0301 Perform mission operation of SATCOM control panels	93
A0007 Coordinate data links	90
B0099 Perform preflight or thruflight inspections of cryptographic loading devices	88
A0022 Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records	88
A0045 Practice rapid decompression procedures	88
A0053 Provide physical security for COMSEC or classified material	85
A0024 Inventory and update COMSEC material	85
A0002 Assemble professional or personal flight gear	85
A0043 Practice electrical fire procedures	85
A0040 Practice cabin fire procedures	85
B0141 Perform preflight or thruflight inspections of SATCOM control panels	83
B0112 Perform preflight or thruflight inspections of HF communications systems	83
A0044 Practice lower compartment fire procedures	83
C0200 Monitor communications systems for malfunctions	80
C0318 Perform mission operation of UHF equipment communications systems	80
C0199 Monitor communications links for malfunctions	80
A0032 Participate in premission briefings, other than conducting	80
A0069 Sign out classified materials or documents	78
A0054 Request COMSEC material	78
C0261 Perform mission operation of HF communications systems	78
A0023 Inventory classified materials or documents	78
C0173 Configure data communications systems for operations	75
B0089 Perform preflight or thruflight inspections of audio distribution system (ADS) equipment	75
B0073 Configure interphone systems	75
B0074 Initialize communications distribution systems	75

* Average Number of Tasks Performed - 148

TABLE 15

REPRESENTATIVE TASKS PERFORMED BY ALL 1A351 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=185)
A0002	Assemble professional or personal flight gear	81
A0023	Inventory classified materials or documents	76
A0022	Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records	73
A0062	Review flight crew information files (FCIFs) or mission crew information files (MCIFs)	72
A0042	Practice egress procedures	72
A0024	Inventory and update COMSEC material	71
A0032	Participate in premission briefings, other than conducting	71
D0552	Destroy COMSEC or classified materials or documents	71
A0045	Practice rapid decompression procedures	71
B0099	Perform preflight or thruflight inspections of cryptographic loading devices	68
A0006	Coordinate communications requirements with appropriate agencies	68
D0554	Participate in postmission debriefings	67
A0053	Provide physical security for COMSEC or classified material	66
B0112	Perform preflight or thruflight inspections of HF communications systems	66
A0071	Stow crewmember gear on aircraft	65
A0069	Sign out classified materials or documents	63
C0200	Monitor communications systems for malfunctions	63
A0056	Review aircrew currency requirements	63
B0155	Perform preflight or thruflight inspections of UHF equipment communications systems	63
C0261	Perform mission operation of HF communications systems	61
A0007	Coordinate data links	60
C0199	Monitor communications links for malfunctions	58
A0025	Inventory communications kits	57
A0054	Request COMSEC material	55
C0206	Operate data communications systems	48

* Average Number of Tasks Performed - 158

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY AD 1A351 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=177)
A0002	Assemble professional or personal flight gear	81
A0023	Inventory classified materials or documents	76
A0062	Review flight crew information files (FCIFs) or mission crew information files (MCIFs)	72
A0022	Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records	72
A0045	Practice rapid decompression procedures	72
A0042	Practice egress procedures	72
A0024	Inventory and update COMSEC material	71
A0032	Participate in premission briefings, other than conducting	71
D0552	Destroy COMSEC or classified materials or documents	70
A0006	Coordinate communications requirements with appropriate agencies	68
B0099	Perform preflight or thruflight inspections of cryptographic loading devices	67
D0554	Participate in postmission debriefings	67
A0053	Provide physical security for COMSEC or classified material	66
C0200	Monitor communications systems for malfunctions	64
B0112	Perform preflight or thruflight inspections of HF communications systems	64
A0071	Stow crewmember gear on aircraft	64
A0056	Review aircrew currency requirements	63
B0155	Perform preflight or thruflight inspections of UHF equipment communications systems	63
A0069	Sign out classified materials or documents	62
A0007	Coordinate data links	61
C0199	Monitor communications links for malfunctions	60
C0261	Perform mission operation of HF communications systems	60
A0025	Inventory communications kits	57
A0054	Request COMSEC material	56
C0206	Operate data communications systems	49

* Average Number of Tasks Performed - 158

TABLE 17

REPRESENTATIVE TASKS PERFORMED BY AFRC 1A351 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=8)
C0529	Troubleshoot UHF command radio systems	100
A0022	Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records	100
C0439	Send Have Quick times of day (TODs)	100
B0112	Perform preflight or thruflight inspections of HF communications systems	100
B0157	Perform preflight or thruflight inspections of UHF satellite voice radio systems	100
A0071	Stow crewmember gear on aircraft	100
A0030	Operationally check aircraft seat adjustment systems	88
A0002	Assemble professional or personal flight gear	88
D0552	Destroy COMSEC or classified materials or documents	88
C0436	Request, receive, or transmit flight following information, air traffic control (ATC) reports, or weather reports	88
A0069	Sign out classified materials or documents	88
A0032	Participate in premission briefings, other than conducting	88
C0261	Perform mission operation of HF communications systems	88
A0025	Inventory communications kits	75
A0023	Inventory classified materials or documents	75
A0051	Prepare COMSEC kits	75
D0551	Debrief ground maintenance personnel	75
G0685	Fire weapons for proficiency	75
C0442	Store COMSEC materials in safe	75
B0160	Perform preflight or thruflight inspections of VHF command radio systems	75
C0305	Perform mission operation of secure voice systems	75
C0437	Request time-of-landing weather forecasts	75
B0165	Perform preflight or thruflight inspections of VHF omnidirectional range (VOR)/instrument landing system (ILS) marker beacons	75
C0517	Troubleshoot secure voice systems	75

* Average Number of Tasks Performed - 146

TABLE 18

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AD DAFSCs 1A331 AND 1A351 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ACTIVE DAFSC 1A331 (N=40)	ACTIVE DAFSC 1A351 (N=177)	DIFFERENCE
C0301 Perform mission operation of SATCOM control panels	93	49	44
B0074 Initialize communications distribution systems	75	37	38
C0173 Configure data communications systems for operations	75	42	33
C0188 Initiate UHF Have Quick system links	78	45	32
B0089 Perform preflight or thruflight inspections of audio distribution system (ADS) equipment	75	43	32
B0141 Perform preflight or thruflight inspections of SATCOM control panels	83	51	31
A0044 Practice lower compartment fire procedures	83	52	31
C0198 Maintain UHF Have Quick system links	78	47	30
C0322 Perform mission operation of VHF-AM equipment radio sets	80	50	30
C0316 Perform mission operation of UHF BDPs	68	38	30
I0789 Counsel trainees on training progress	*	40	-40
I0787 Conduct mission qualification training (MQT)	3	40	-37
I0784 Conduct ground training	*	36	-36
C0232 Perform in-flight instructor duties	3	37	-35
I0790 Determine training requirements	3	31	-29
E0646 Practice alert force exercises	8	36	-29
I0800 Maintain training records or files	3	32	-29
I0798 Evaluate progress of trainees	*	29	-29
I0788 Conduct on-the-job training (OJT)	5	34	-29
I0781 Brief personnel concerning training programs or matters	3	31	-28

* Indicates task was not performed

TABLE 19

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AD AND AFRC DAFSC 1A351 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ACTIVE DAFSC 1A351 (N=177)	AFRC DAFSC 1A351 (N=8)	DIFFERENCE
B0080 Load baggage, cargo, or food	45	*	45
B0072 Close or secure crew entry doors	55	13	42
A0040 Practice cabin fire procedures	66	25	41
C0200 Monitor communications systems for malfunctions	64	25	39
C0515 Troubleshoot secure data systems	38	*	38
B0078 Inspect crew position lights	38	*	38
C0199 Monitor communications links for malfunctions	60	25	35
A0045 Practice rapid decompression procedures	72	38	35
J0832 Review TO changes	34	*	34
B0103 Perform preflight or thruflight inspections of digital message data groups (DMDGs)	8	75	-67
C0546 Troubleshoot voice/data cryptographics	21	88	-66
C0535 Troubleshoot VHF command radio systems	22	88	-65
B0165 Perform preflight or thruflight inspections of VHF omnidirectional range (VOR)/instrument landing system (ILS) marker beacons	12	75	-63
C0529 Troubleshoot UHF command radio systems	37	100	-63
B0093 Perform preflight or thruflight inspections of coaxial switching systems	14	75	-61
A0066 Review vertical files	15	75	-60
C0436 Request, receive, or transmit flight following information, air traffic control (ATC) reports, or weather reports	31	88	-57
C0439 Send Have Quick times of day (TODs)	45	100	-55

* Indicates task not performed

TABLE 20

REPRESENTATIVE TASKS PERFORMED BY ALL 1A371 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=94)
A0032	Participate in premission briefings, other than conducting	87
A0062	Review flight crew information files (FCIFs) or mission crew information files (MCIFs)	86
A0002	Assemble professional or personal flight gear	86
A0053	Provide physical security for COMSEC or classified material	85
C0261	Perform mission operation of HF communications systems	84
B0112	Perform preflight or thruflight inspections of HF communications systems	83
D0554	Participate in postmission debriefings	83
A0022	Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records	82
H0752	Maintain aircrew currency requirements	81
A0006	Coordinate communications requirements with appropriate agencies	81
A0056	Review aircrew currency requirements	80
A0024	Inventory and update COMSEC material	78
D0552	Destroy COMSEC or classified materials or documents	78
C0474	Troubleshoot HF communications systems	77
D0553	Participate in operations debriefings	76
A0023	Inventory classified materials or documents	74
B0099	Perform preflight or thruflight inspections of cryptographic loading devices	74
C0200	Monitor communications systems for malfunctions	72
C0205	Operate airborne communications transceivers	68
C0199	Monitor communications links for malfunctions	67
J0822	Maintain personal aircrew flight manuals or checklists	64
H0703	Adjust daily schedules to meet operational commitments	63
J0805	Annotate cabinet, safe, or room security forms	61
H0711	Conduct self-inspections or self-assessments	51
J0831	Review publications, correspondence, or reports	46

* Average Number of Tasks Performed - 193

TABLE 21

REPRESENTATIVE TASKS PERFORMED BY AD 1A371 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=82)
A0002	Assemble professional or personal flight gear	87
A0032	Participate in premission briefings, other than conducting	87
A0062	Review flight crew information files (FCIFs) or mission crew information files (MCIFs)	85
H0752	Maintain aircrew currency requirements	83
A0053	Provide physical security for COMSEC or classified material	83
C0261	Perform mission operation of HF communications systems	82
B0112	Perform preflight or thruflight inspections of HF communications systems	80
D0554	Participate in postmission debriefings	80
A0022	Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records	80
A0006	Coordinate communications requirements with appropriate agencies	79
A0056	Review aircrew currency requirements	78
A0024	Inventory and update COMSEC material	78
C0474	Troubleshoot HF communications systems	77
D0552	Destroy COMSEC or classified materials or documents	76
C0222	Perform before-landing procedures	76
C0200	Monitor communications systems for malfunctions	74
A0001	Annotate mission planning forms	73
A0023	Inventory classified materials or documents	71
C0199	Monitor communications links for malfunctions	70
C0353	Reconfigure radio systems	70
C0176	Coordinate mission actions with crewmembers	70
J0822	Maintain personal aircrew flight manuals or checklists	63
J0805	Annotate cabinet, safe, or room security forms	62
H0703	Adjust daily schedules to meet operational commitments	61
H0711	Conduct self-inspections or self-assessments	52
J0831	Review publications, correspondence, or reports	50
J0814	Maintain administrative files	44

* Average Number of Tasks Performed - 193

TABLE 22

REPRESENTATIVE TASKS PERFORMED BY AFRC 1A371 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=12)
A0023	Inventory classified materials or documents	100
A0053	Provide physical security for COMSEC or classified material	100
C0261	Perform mission operation of HF communications systems	100
D0554	Participate in postmission debriefings	100
B0112	Perform preflight or thruflight inspections of HF communications systems	100
A0025	Inventory communications kits	92
A0032	Participate in premission briefings, other than conducting	92
A0022	Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records	92
B0117	Perform preflight or thruflight inspections of identification friend or foe (IFF) systems	92
A0062	Review flight crew information files (FCIFs) or mission crew information files (MCIFs)	92
D0552	Destroy COMSEC or classified materials or documents	92
A0006	Coordinate communications requirements with appropriate agencies	92
A0030	Operationally check aircraft seat adjustment systems	92
C0188	Initiate UHF Have Quick system links	92
C0171	Authenticate stations using challenge-and-reply systems	92
D0551	Debrief ground maintenance personnel	92
A0056	Review aircrew currency requirements	92
C0305	Perform mission operation of secure voice systems	83
B0099	Perform preflight or thruflight inspections of cryptographic loading devices	83
A0002	Assemble professional or personal flight gear	83
D0553	Participate in operations debriefings	83
C0442	Store COMSEC materials in safe	83
D0580	Perform postflight inspections of HF communications systems	75

* Average Number of Tasks Performed - 179

TABLE 23

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AD DAFSCs 1A351 AND 1A371 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		ACTIVE DAFSC 1A351 (N=177)		ACTIVE DAFSC 1A371 (N=82)		DIFFERENCE
C0496	Troubleshoot MILSTARS	25		5		20
E0646	Practice alert force exercises	36		17		19
B0091	Perform preflight or thruflight inspections of automatic switchboards	27		9		19
H0733	Establish performance standards for subordinates	14		52		-39
H0738	Evaluate personnel for compliance with performance standards	18		55		-37
H0717	Counsel subordinates concerning personal matters	22		55		-33
H0730	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	3		35		-32
H0778	Write recommendations for awards or decorations	19		51		-32
H0710	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	24		55		-31
I0796	Evaluate training methods or techniques of instructors	14		45		-31
H0750	Interpret policies, directives, or procedures for subordinates	19		50		-31
H0752	Maintain aircrew currency requirements	53		83		-30
I0797	Evaluate effectiveness of training programs, plans, or procedures	16		46		-30

TABLE 24

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AFRC DAFSCs 1A351 AND 1A371 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	AFRC DAFSC 1A351 (N=8)	AFRC DAFSC 1A371 (N=12)	DIFFERENCE
D0631 Perform postflight inspections of voice/data cryptographics	63	17	46
C0546 Troubleshoot voice/data cryptographics	88	42	46
B0165 Perform preflight or thruflight inspections of VHF omnidirectional range (VOR)/instrument landing system (ILS) marker beacons	75	33	42
C0441 Set codes on IFFs	88	50	38
F0652 Clean interior of aircraft	50	17	33
C0439 Send Have Quick times of day (TODs)	100	67	33
B0157 Perform preflight or thruflight inspections of UHF satellite voice radio systems	100	67	33
C0340 Perform radio-telephone voice procedures (RTVPs)	75	42	33
B0093 Perform preflight or thruflight inspections of coaxial switching systems	75	42	33
H0738 Evaluate personnel for compliance with performance standards	*	58	-58
H0706 Assign personnel to work areas or duty positions	*	58	-58
H0709 Complete records of evaluations	*	58	-58
C0475 Troubleshoot HF equipment communications systems	13	67	-54
C0474 Troubleshoot HF communications systems	25	75	-50
H0748 Inspect personnel for compliance with military standards	*	50	-50
C0205 Operate airborne communications transceivers	25	75	-50
A0020 Establish communications or communications security (COMSEC) requirements for operations plans (OPLANs)	13	58	-46
A0034 Participate in intelligence briefings	38	83	-46

* Indicates task not performed

TABLE 25

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AD AND AFRC DAFSC 1A371 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ACTIVE DAFSC 1A371 (N=82)	AFRC DAFSC 1A371 (N=12)	DIFFERENCE
I0797	46	8	38
C0353	70	33	36
J0814	44	8	36
J0831	50	17	33
C0196	41	8	33
I0790	57	25	32
C0440	65	33	31
H0731	39	8	31
J0807	39	8	31
C0229	55	25	30
D0608	18	67	-48
D0627	21	67	-46
B0103	5	50	-45
A0036	41	83	-42
D0625	24	67	-42
A0033	16	58	-42
D0580	34	75	-41
C0255	4	42	-38
C0171	56	92	-36
D0612	24	58	-34

TABLE 26

REPRESENTATIVE TASKS PERFORMED BY AD
DAFSC 1A391/1A300 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=18)
H0706	Assign personnel to work areas or duty positions	83
J0831	Review publications, correspondence, or reports	78
J0833	Write minutes of briefings, conferences, or meetings	78
H0750	Interpret policies, directives, or procedures for subordinates	78
H0778	Write recommendations for awards or decorations	78
H0710	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	78
H0717	Counsel subordinates concerning personal matters	78
H0771	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	78
H0777	Write or indorse military performance reports	72
H0748	Inspect personnel for compliance with military standards	72
H0703	Adjust daily schedules to meet operational commitments	72
H0731	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	72
H0752	Maintain aircrew currency requirements	72
H0744	Initiate personnel action requests	67
H0770	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	67
H0738	Evaluate personnel for compliance with performance standards	67
H0720	Determine or establish work assignments or priorities	67
H0774	Write job or position descriptions	67
J0813	Initiate requests for TDY orders	67
H0719	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	67
H0733	Establish performance standards for subordinates	67
H0775	Write staff studies, surveys, or routine reports, other than training or inspection reports	50
I0790	Determine training requirements	50

Average Number of Tasks Performed - 167

TABLE 27

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AD DAFSCs 1A371 AND 1A391/1A300 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		ACTIVE DAFSC 1A371 (N=82)		ACTIVE 1A391/1A300 (N=18)		DIFFERENCE
C0303	Perform mission operation of secure data systems	50		11		39
B0130	Perform preflight or thruflight inspections of mission maintenance intercom panels	37		*		37
B0143	Perform preflight or thruflight inspections of secure data unit (SDU) load control units	35		*		35
A0007	Coordinate data links	67		33		34
B0144	Perform preflight or thruflight inspections of secure data systems	50		17		33
C0261	Perform mission operation of HF communications systems	82		50		32
B0114	Perform preflight or thruflight inspections of HF/very high frequency (VHF) baseband distribution panels (BDPs)	43		11		32
C0223	Perform checkouts of data communications systems	54		22		31
J0833	Write minutes of briefings, conferences, or meetings	32		78		-46
H0774	Write job or position descriptions	22		67		-45
H0744	Initiate personnel action requests	22		67		-45
H0719	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	23		67		-44
H0706	Assign personnel to work areas or duty positions	40		83		-43
H0728	Draft budget requirements	12		56		-43
H0771	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	39		78		-39
H0731	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	39		72		-33

* Indicates task not performed

TRAINING ANALYSIS

Occupational survey data are one of many sources of information which can be used to assist in the development of a training program relevant to the needs of personnel in their first enlistment. Factors which may be used in evaluating training include the overall description of the work being performed by first-enlistment personnel and their overall distribution across career ladder jobs, percentages of first-enlistment (1-48 months TAFMS) members performing specific tasks, as well as TE and TD ratings (previously explained in the **SURVEY METHODOLOGY** section).

First-Enlistment Personnel

In this study, there are 91 members in their first-enlistment (1-48 months TAFMS), representing 26 percent of the total survey sample. Figure 2 reflects the distribution of first-enlistment personnel within the career ladder jobs and cluster. Fifty-nine percent of these airmen are performing the Surveillance Radio Operator / Maintenance duties compared to 9 percent performing AUTODIN/LF duties and 8 percent performing Surveillance Radio Operator duties. Table 28 displays the relative percent of time spent on duties by first-enlistment personnel. Reviewing the table, first-enlistment personnel spend 92 percent of their time performing the technical tasks of Duties A through E.

Table 29 lists representative tasks performed by first-enlistment personnel. Most involve the Mission Planning or Prepermission tasks of Duty A.

Tables 30 through 33 display many other characteristics of the first-enlistment group. The primary aircraft on which personnel perform their duties is represented in Table 30. Table 31 shows, by percent members performing, some of the most common forms or logs used on the job by these members. Table 32 displays the most common communications and avionics equipment, while the most common emergency equipment is represented in Table 33.

Though performing in a variety of different specialty jobs, first-enlistment personnel were concentrated in a single MAJCOM. Air Combat Command contains 88 of 91 (96 percent) first-enlistment respondents. For comparison, ACC represents 75 percent of the overall sample. The difference is probably explained by the special missions of the other MAJCOMs, which require more experienced personnel.

**DISTRIBUTION OF 1A3X1 FIRST-ENLISTMENT PERSONNEL
ACROSS SPECIALTY JOBS
(N = 91)**

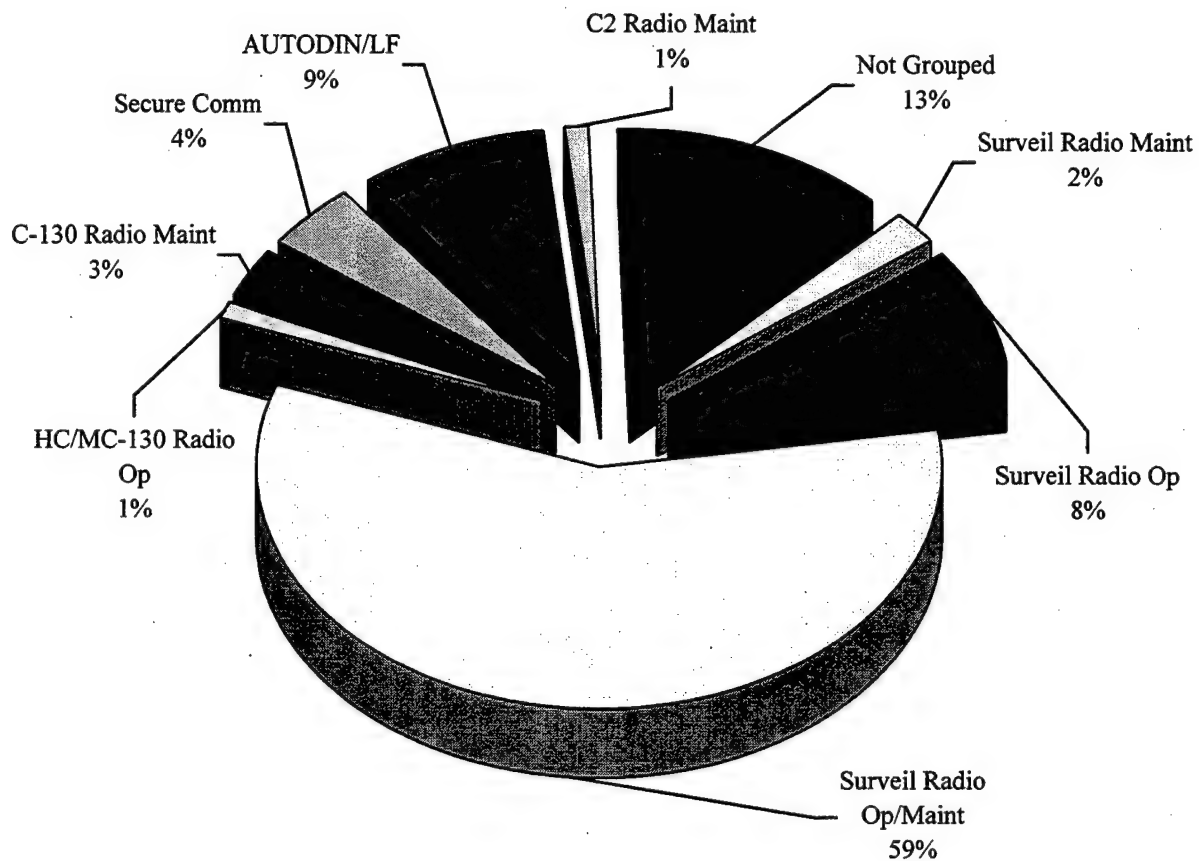


FIGURE 2

TABLE 28

RELATIVE PERCENT TIME SPENT ON DUTIES BY
AD FIRST-ENLISTMENT PERSONNEL
(N=91)

DUTIES	PERCENT TIME SPENT
A PERFORMING MISSION PLANNING OR PREMISSION ACTIVITIES	23
B PERFORMING PREFLIGHT OR THRUFLIGHT ACTIVITIES	19
C PERFORMING AIRBORNE OPERATIONS AND MAINTENANCE OF COMMUNICATIONS SYSTEMS	42
D PERFORMING POSTFLIGHT INSPECTIONS AND RELATED ACTIVITIES	5
E PERFORMING ALERT ACTIVITIES	3
F PERFORMING CROSS UTILIZATION TRAINING (CUT) ACTIVITIES	1
G PERFORMING MOBILITY OR CONTINGENCY ACTIVITIES	2
H PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	1
I PERFORMING TRAINING ACTIVITIES	1
J PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDERS (TO) SYSTEM ACTIVITIES	2
K PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1

TABLE 29

REPRESENTATIVE TASKS PERFORMED BY AFSC 1A3X1
AD FIRST-ENLISTMENT PERSONNEL
(N=91)

TASKS	PERCENT MEMBERS PERFORMING
A0002 Assemble professional or personal flight gear	85
B0099 Perform preflight or thruflight inspections of cryptographic loading devices	79
A0045 Practice rapid decompression procedures	79
A0042 Practice egress procedures	78
A0040 Practice cabin fire procedures	77
A0032 Participate in premission briefings, other than conducting	76
A0007 Coordinate data link	75
A0023 Inventory classified materials or documents	74
A0022 Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records	74
A0024 Inventory and update COMSEC material	73
A0053 Provide physical security for COMSEC or classified material	71
A0069 Sign out classified materials or documents	71
B0112 Perform preflight or thruflight inspections of HF communications systems	71
A0006 Coordinate communications requirements with appropriate agencies	69
C0200 Monitor communications systems for malfunctions	68
C0301 Perform mission operation of SATCOM control panels	68
D0554 Participate in postmission debriefings	66
C0261 Perform mission operation of HF communications systems	66
A0059 Review communications plans	66
A0054 Request COMSEC material	65
C0199 Monitor communications links for malfunctions	64
A0062 Review flight crew information files (FCIFs) or mission crew information files (MCIFs)	64
B0072 Close or secure crew entry doors	59
C0173 Configure data communications systems for operations	58
A0025 Inventory communications kits	56

* Average Number of Tasks Performed - 136

TABLE 30

PRIMARY AIRCRAFT PLATFORM OF AD
FIRST-ENLISTMENT AFSC 1A3X1 PERSONNEL

AIRCRAFT PLATFORM	1ST ENL (N=91)
E-3	53
E-4	22
E-8	11
EC-130	11
MC-130	2
HC-130	1

TABLE 31

FORMS AND LOGS USED BY AD
FIRST-ENLISTMENT AFSC 1A3X1 PERSONNEL

FORMS/LOGS	1ST ENL (N=91)
Communications Logs	89
AFTO 781-Series, Aircraft Discrepancy, Inspect/Maint	74
AFCOMSEC 16, COMSEC Account Daily-Shift Inventory	68
Training Records	45
SF 153, COMSEC Material Report	41
AF 847, Recommendation for Change of Publication	32
AFTO 22, Technical Order Improvement Report and Reply	19
AF 1297, Temporary Issue Receipt	18
SF 702, Security Container Check Sheet	18
SF 701, Activity Security Checklist	9
AF 2005, Issue/ Turn-In Request	9

TABLE 32

COMMUNICATIONS AND AVIONICS EQUIPMENT USED BY
AD FIRST-ENLISTMENT AFSC 1A3X1 PERSONNEL

COMM/AVIONICS EQUIPMENT	1ST ENL (N=91)
Advanced Narrowband Digital Voice Terminal	86
UHF Communications Equipment	82
High Frequency Communications Equip	81
Circuit Breaker Panels	80
Cryptographic Loaders	79
VHF Communications Equipment	76
Frequency Modulation Radios	75
Have Quick Systems	74
Cryptographic Units, Satellite Comm	74
UHF SATCOM Equipment	73
Cryptographic Units, Voice	66
Public Address (PA) Systems	58
Baseband Distribution Panels	57
JTIDS/Link-16 Class II Terminals	56
Data Systems	56
Wideband Encryption Devices	56
TADIL-A/Link-11 Digital Data Sets	53
SATCOM Interface Modules (SIMs)	53
Audio Distribution Systems (ADSs)	53
Air Force Satellite Comm Auxiliary Panels	53
Control Panels, Communications Security	53
Data Set Control Panels	52
Interphones, Operator	49
AFSATCOM Power Controls	46
Control Panels, AM Equipment	43
Identification Friend or Foe Systems	43
UHF Voice Satellite Radio Systems	43
Global Positioning Systems (GPSs)	42
Control Display Units	41
Cryptographic Units, AFSATCOM	40

TABLE 33

EMERGENCY EQUIPMENT USED BY AD
FIRST-ENLISTMENT AFSC 1A3X1 PERSONNEL

EMERGENCY EQUIPMENT	1ST ENL (N=91)
Nomex Gloves	96
First-Aid Kits	92
Fire Extinguishers	91
Flashlights	90
Life Preserver Units (LPUs)	89
Crash Axes	86
Life Rafts	86
Life Raft Accessory/Survival Kits	84
Escape Slides	82
Quick-Don Oxygen Masks	81
Portable Oxygen Units	80
Smoke Masks	79
Portable Oxygen Refiller Ports	76
Firefighter's Gloves	71
Anti-Exposure Suits	68
Emergency Radios	67
Escape Ropes	67
Paper Shredders	63
Portable Emergency Light Assemblies	55
Aircrew Chemical Defense Ensembles	51
Inertia Reels	47
Oxygen Service Units	41
Parachute Restraint Harnesses	41
Crew Knives	36
Emergency Escape Breathing Devices (EEBDs)	32

Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary factors that can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgments of senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a rank-ordering of those tasks in the JI considered important for first-enlistment personnel, along with a measure of the difficulty of the JI tasks (see high rated tasks presented in Tables 34 and 35). When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors, accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for first-enlistment personnel, but this decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

To assist technical school personnel, AFOMS has developed a computer program that incorporates these secondary factors and the percentage of first-enlistment personnel performing each task to produce an Automated Training Indicator (ATI) for each task. These indicators correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 2, AETCI 36-2601, and allows course personnel to quickly focus their attention on those tasks which are most likely to qualify for initial resident course consideration.

Some of the tasks rated highest in TE are shown in Table 34. Many of the alert and security procedures should be highly stressed according to senior raters. Several tasks ranking highest in TE appear to be common among all aircrew careers. Relatively high percentages of first-enlistment personnel are performing these tasks.

Table 35 shows TD raters reported several reparation tasks as among the most difficult within the career field. However, relatively few first-enlistment airmen perform such tasks. The small percentage of first-enlistment performing suggests that these tasks could be more appropriately taught in OJT than at a formal technical training school.

Various lists of tasks, accompanied by TE and TD ratings and, where appropriate, ATI information, are contained in the TRAINING EXTRACT package and should be reviewed in detail by training school personnel. (For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the **SURVEY METHODOLOGY** section of this report.)

TABLE 34

TASKS RATED HIGHEST IN TRAINING EMPHASIS

TASKS	TNG EMP	PERCENT MEMBERS PERFORMING			TASK DIFF
		1A3X1	1A3X1	1ST ENL (N=91)	
		1ST JOB (N=12)			
A0053	7.37	67	71	4.50	Provide physical security for COMSEC or classified material
D0552	6.53	42	62	4.36	Destroy COMSEC or classified materials or documents
A0024	6.10	42	73	5.02	Inventory and update COMSEC material
A0069	6.07	58	71	4.22	Sign out classified materials or documents
A0023	6.00	50	74	4.80	Inventory classified materials or documents
A0022	6.00	83	74	4.06	Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records
C0207	5.80	67	58	4.37	Operate emergency equipment
A0042	5.53	92	78	3.98	Practice egress procedures
A0045	5.53	83	79	3.67	Practice rapid decompression procedures
A0062	5.50	58	64	3.20	Review flight crew information files (FCIFs) or mission crew information files (MCIFs)
A0043	5.47	83	70	4.67	Practice electrical fire procedures
B0112	5.33	92	71	4.41	Perform preflight or thruflight inspections of HF communications systems
C0474	5.33	75	59	5.70	Troubleshoot HF communications systems
A0040	5.27	67	77	4.38	Practice cabin fire procedures
A0056	5.27	67	64	3.73	Review aircrew currency requirements
J0822	5.23	17	25	4.54	Maintain personal aircrew flight manuals or checklists
A0006	5.17	50	69	4.29	Coordinate communications requirements with appropriate agencies
A0054	5.17	42	65	4.01	Request COMSEC material
C0261	5.13	67	66	4.63	Perform mission operation of HF communications systems
A0059	5.13	67	66	4.22	Review communications plans
A0002	5.13	67	85	2.78	Assemble professional or personal flight gear
A0041	5.07	75	60	3.91	Practice crash landing procedures
A0046	5.07	58	60	4.20	Practice smoke elimination procedures
C0209	5.03	58	57	4.92	Operate Have Quick systems in antijam mode
A0061	5.03	75	51	3.78	Review emergency communications procedures
C0188	5.03	67	60	5.22	Initiate UHF Have Quick system links
A0047	4.93	58	43	4.76	Practice survival procedures

* Average TE Rating is 1.46; Standard Deviation is 1.36
High = 2.82; Low = 0.10

TABLE 35

TASKS RATED HIGHEST IN TASK DIFFICULTY

TASKS	TASK DIFF	PERCENT MEMBERS PERFORMING					
		1A3X1	1A3X1	1A3X1	1A3X1	1A3X1	1A3X1
		1ST JOB	1ST ENL	(N=12)	(N=91)	(N=40)	(N=177)
C0430	7.29	0	3	0	3	0	7
C0412	7.27	8	8	13	19	18	1
C0397	7.27	8	3	0	14	2	18
C0429	7.22	0	3	3	11	4	2
C0395	7.19	8	2	0	12	2	4
C0410	7.15	8	11	15	19	20	2
C0496	7.09	0	14	5	25	5	2
C0414	7.08	0	1	0	6	1	20
C0400	7.05	8	5	0	13	9	5
C0394	7.04	0	2	0	7	2	1
C0416	7.04	0	3	0	10	2	9
C0359	7.03	8	7	0	14	2	2
C0362	7.01	8	4	0	14	4	2
C0417	7.00	0	3	0	11	6	4
C0374	7.00	0	0	0	5	1	6
C0360	6.99	0	2	3	6	1	1
C0435	6.97	0	3	3	6	4	1
C0404	6.97	0	2	0	5	2	4
C0434	6.97	0	2	0	4	2	2
C0396	6.97	0	2	3	4	1	2
C0406	6.97	8	2	0	8	1	1
C0494	6.97	0	3	5	8	4	1
C0366	6.95	8	10	5	19	7	4
C0363	6.93	8	3	3	11	9	7
C0390	6.88	0	2	0	7	2	9
C0545	6.87	33	19	23	19	21	2
C0448	6.83	0	4	0	8	2	2
	6.83	0	4	0	12	6	6

* Average TD Rating is 5.00

Specialty Training Standard (STS)

A comprehensive review of strawman STS 1A3X1, dated March 1999, compared STS items to survey data (based on the previously mentioned assistance from SMEs in matching JI tasks to STS elements). STS elements containing general knowledge information, mandatory entries, subject-matter-knowledge-only requirements, or basic supervisory responsibilities were not examined. Task knowledge and performance elements of the STS were compared against the standard set forth in AETCI 36-2601 and AFI 36-2623 (i.e., include tasks performed or knowledge required by 30 percent or more of the personnel in a skill level [criterion group] of the AFS).

Overall, the strawman STS lacks comprehensive coverage of the work performed by personnel in this career ladder. Several performance-coded entries are not supported with survey data. These entries are shown in Table 36 along with first-enlistment and first-job percent members performing. Table 36 should be reviewed by career field leaders and considered for downgrading to a knowledge-only level or deletion from the STS. Unfortunately, at the time of this review, the strawman STS still had not been finalized and the numbering of entries was to be modified. The numerical entries shown in the table match the strawman reviewed by the occupational analyst.

Tasks not referenced to any element of the STS are listed at the end of the STS computer listing. These tasks were reviewed to determine if there were any tasks concentrated around any particular function or job. Those technical tasks performed by 30 percent or more respondents of the STS target groups, but which were not referenced to any STS element, are displayed in Table 37. Training personnel and SMEs should review these unreferenced tasks to determine if inclusion in the STS is justified.

Performance-coded entries from POI E3ABR1A331-002, dated June 1998, were similarly matched to the tasks from the Job Inventory by instructors at the technical school. Overall, the survey data validates the entries in the POI. However, two entries were not supported to the 20 percent members performing standard for POI analysis. These two entries are shown in Table 38 along with the tasks matched to them and percent members performing.

Many tasks were not matched to the performance-coded elements in the POI. A list of these tasks is included at the back of the POI computer printout. Table 39 presents examples of tasks with high percent members performing that were not matched to the POI. Technical school training personnel should review the complete listing and consider those tasks performed by high percentages of personnel for inclusion in the POI.

TABLE 36

**EXAMPLES OF PERFORMANCE-CODED STS 1A3X1 ENTRIES NOT SUPPORTED
(LESS THAN 30 PERCENT) BY OCCUPATIONAL SURVEY RESULTS
(PERCENT MEMBERS PERFORMING)**

TASKS		PERCENT MEMBERS PERFORMING					TASK DIFF	
		TRNG EMPH	3-SKL LVL (N=40)		5-SKL LVL (N=177)			7-SKL LVL (N=82)
			LVL	(N=40)	LVL	(N=177)		
12.	Transmitting and receiving skills using communications equipment							
12.2	2b - -							
C0315	Transcribe voice transmissions by hand							
	Perform mission operation of teletype systems	1.37	8	10	12	12	5.11	
C0443	Transcribe voice transmissions by hand	2.53	8	12	34	34	4.15	
12.3.2	2b B - -							
	Format abbreviated plaintext messages							
C0315	Perform mission operation of teletype systems	1.37	8	10	12	12	5.11	
C0344	Prepare messages using AUTODINS	.77	8	14	6	6	5.33	
C0345	Prepare messages using State Department format	.53	3	1	6	6	5.61	
C0346	Prepare messages using Treasury Department format	.40	3	0	4	4	5.61	
C0347	Prepare messages using White House format	.53	3	1	7	7	5.61	
25.	Use test equipment							
25.6	1a B - -							
	Built in test equipment/diagnostics							
C0448	Troubleshoot airborne performance monitors	.73	0	12	6	6	6.83	

* Average TE Rating = 1.46, Standard Deviation = 1.36, High TE = 2.82

* Average TD Rating = 5.00, Standard Deviation = 1.00, High TD = 6.00

TABLE 37

EXAMPLES OF TECHNICAL TASKS PERFORMED BY 30 PERCENT OR MORE
AD GROUP MEMBERS AND NOT REFERENCED TO THE STS
(PERCENT MEMBERS PERFORMING)

TASKS	TRNG EMPH	PERCENT MEMBERS PERFORMING			TASK DIFF
		3-SKL LVL (N=40)	5-SKL LVL (N=177)	7-SKL LVL (N=82)	
A0034 Participate in intelligence briefings	2.67	73	48	68	3.00
A0040 Practice cabin fire procedures	5.27	85	66	68	4.38
B0086 Perform preflight or thruflight inspect of intercom or galley chimes	2.63	65	47	50	3.07
C0173 Configure data communications systems for operations	3.70	75	42	52	5.28
C0200 Monitor communications systems for malfunctions	4.30	80	64	74	4.02
C0201 Monitor displays or indicators for equipment status during operations	4.03	50	47	59	3.75
C0207 Operate emergency equipment	5.80	70	58	74	4.37
C0219 Patch SATCOM (satellite communication) traffic through UHF equipment	0.60	45	16	12	5.17
C0461 Troubleshoot cryptographic loading devices	3.00	35	37	50	5.03
C0476 Troubleshoot HF/VHF BDPs (baseband distro panels)	2.40	40	28	27	5.77
C0489 Troubleshoot JTIDSs (joint tactical info distro system)	3.33	40	28	34	6.17
C0490 Troubleshoot Link-11 equipment digital data sets	3.27	45	30	35	5.64
C0512 Troubleshoot SATCOM control panels	3.53	53	44	55	5.50
C0528 Troubleshoot UHF BDPs	2.43	40	28	28	5.75

* Average TE Rating = 1.46, Standard Deviation = 1.36, High TE = 2.82

* Average TD Rating = 5.00, Standard Deviation = 1.00, High TD = 6.00

TABLE 38

PERFORMANCE-CODED POI E3ABR1A331-002 ENTRIES NOT SUPPORTED
(LESS THAN 20 PERCENT) BY OCCUPATIONAL SURVEY RESULTS
(PERCENT MEMBERS PERFORMING)

TASKS	TRNG EMPH	PERCENT MEMBERS PERFORMING			TASK DIFF
		1 st Job (N=12)	1 st Enl (N=91)		
2.3.p					
<i>Given a basic circuit and a multimeter, correctly identify the faulty component four out of five times.</i>					
C0444	1.10	0	7		5.96
7.7.d					
<i>Using a spectrum analyzer, identify two signals IAW the progress checklist.</i>					
C0309	.60	0	2		5.45
*	Average TE Rating = 1.46, Standard Deviation = 1.36, High TE = 2.82				
*	Average TD Rating = 5.00, Standard Deviation = 1.00, High TD = 6.00				

TABLE 39

EXAMPLES OF TECHNICAL TASKS PERFORMED BY 20 PERCENT OR MORE
FIRST-ENLISTMENT GROUP MEMBERS AND NOT REFERENCED TO THE POI
(PERCENT MEMBERS PERFORMING)

TASKS	TRNG EMPH	PERCENT MEMBERS PERFORMING		TASK DIFF
		1 st (N=12)	1 st Enl (N=91)	
A0002 Assemble professional or personal flight gear	5.13	67	85	2.78
A0003 Conduct premission briefings, including certification	3.33	42	55	4.46
A0011 Coordinate flight or mission info with SATCOM agencies	1.63	33	27	4.05
A0012 Coordinate mission requirements with appropriate agencies	3.43	33	38	4.52
A0020 Establish communications or COMSEC requirements for OPLANs	2.37	33	37	5.92
A0028 Operationally check aircraft indicator warning lights	1.97	50	44	3.22
A0032 Participate in premission briefings, other than conducting	4.30	67	76	2.99
A0036 Perform radio relay procedures	2.60	42	44	4.74
A0054 Request COMSEC materials	5.17	42	65	4.01
A0056 Review aircrew currency requirements	5.27	67	64	3.73
A0059 Review communications plans	5.13	67	66	4.22
B0075 Inspect aircrew life support equipment	4.33	50	63	3.59
B0108 Perform preflight/thrflight inspect of flight deck radio controls	2.23	42	32	4.65
B0141 Perform preflight/thrflight inspect of SATCOM control panels	3.63	67	65	4.21

* Average TE Rating = 1.46, Standard Deviation = 1.36, High TE = 2.82

* Average TD Rating = 5.00, Standard Deviation = 1.00, High TD = 6.00

JOB SATISFACTION ANALYSIS

An examination of the job satisfaction indicators of various groups can give career ladder managers a better understanding of some of the factors which may affect the job performance of airmen in the career ladder. Attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions were included in the survey booklet to provide indications of job satisfaction.

Table 40 presents job satisfaction data for AFSC 1A3X1 TAFMS groups, together with TAFMS data for a comparative sample of Aircrew Operations career ladders surveyed in 1998. First-enlistment personnel appear to be less satisfied, in general, than their counterparts in other Aircrew career fields. However, their job satisfaction numbers are not low enough to cause alarm. A possible area of concern within Table 40 is the relatively low reenlistment intentions reported by the second-enlistment airmen.

An indication of how job satisfaction perceptions have changed over time is provided in Table 41, where again TAFMS data for the current survey respondents are presented, along with data from the last occupational survey report. The table shows comparative ratings for all TAFMS groups in most areas, with the exception of reenlistment intentions. All TAFMS groups claim a noticeable decrease (compared to the 1995 survey) in reenlistment intentions. The greatest discrepancy occurs among personnel in their second enlistment. Only 53 percent of these individuals intend to reenlist compared to 80 percent just 4 years ago.

In Table 42, a review of the job satisfaction ratings for the specialty jobs and cluster identified in this survey reveal somewhat lower satisfaction ratings for AUTODIN/LF Job in the areas of utilization of talents and sense of accomplishments. Several of the jobs show a low intention to reenlist by its members.

TABLE 40

**COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS
(PERCENT MEMBERS RESPONDING)**

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	1999 1A3X1 (N=40)	COMP SAMPLE* (N=335)	1999 1A3X1 (N=177)	COMP SAMPLE* (N=327)	1999 1A3X1 (N=82)	COMP SAMPLE* (N=1,059)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	68	82	73	79	80	84
SO-SO	22	11	16	13	10	10
DULL	10	7	11	8	10	6
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	70	81	79	81	87	88
LITTLE OR NOT AT ALL	30	19	21	19	13	12
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	88	95	88	94	82	90
LITTLE OR NOT AT ALL	12	5	12	6	18	10
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	55	75	68	73	79	79
NEUTRAL	17	13	12	10	9	8
DISSATISFIED	28	12	20	17	12	13
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	45	48	53	61	52	62
NO, OR PROBABLY NO	55	52	40	39	5	11
PLAN TO RETIRE	0	0	7	0	43	27

* Comparative sample of Aircrew Operations career ladders surveyed in 1998 include the 1A0X1, 1A2X1, and 1A4X1 AFSCs.

TABLE 41

COMPARISON OF CURRENT SURVEY AND PREVIOUS SURVEY BY TAFMS GROUPS
(PERCENT MEMBERS RESPONDING)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	1999 1A3X1 (N=40)	1995 1A3X1 (N=65)	1999 1A3X1 (N=177)	1995 1A3X1 (N=66)	1999 1A3X1 (N=82)	1995 1A3X1 (N=187)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	68	74	73	82	80	84
SO-SO	22	12	16	10	10	11
DULL	10	14	11	8	10	5
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	70	67	79	78	87	87
LITTLE OR NOT AT ALL	30	33	21	22	13	13
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	88	93	88	92	82	91
LITTLE OR NOT AT ALL	12	7	12	8	18	9
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	55	54	68	68	79	78
NEUTRAL	17	15	12	12	9	8
DISSATISFIED	28	31	20	20	12	14
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	45	63	53	80	52	76
NO, OR PROBABLY NO	55	37	40	20	5	4
PLAN TO RETIRE	0	0	7	0	43	20

EXPRESSED JOB INTEREST:

INTERESTING

SO-SO

DULL

PERCEIVED UTILIZATION OF TALENTS:

FAIRLY WELL TO PERFECTLY

LITTLE OR NOT AT ALL

PERCEIVED UTILIZATION OF TRAINING:

FAIRLY WELL TO PERFECTLY

LITTLE OR NOT AT ALL

SENSE OF ACCOMPLISHMENT GAINED FROM WORK:

SATISFIED

NEUTRAL

DISSATISFIED

REENLISTMENT INTENTIONS:

YES, OR PROBABLY YES

NO, OR PROBABLY NO

PLAN TO RETIRE

TABLE 42

COMPARISON OF JOB SATISFACTION INDICATORS BY ACTIVE DUTY SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

	Surveil Radio Maint Job (N=6)	Surveil Radio Op Job (N=15)	Surveil Op/Maint Job (N=169)	HC/MC130 Radio Op Job (N=5)	EC-130 Radio Main Job (N=8)	Secure Comm Cluster (N=21)
INTERESTING	67	86	76	100	74	76
SO-SO	33	7	16	0	13	24
DULL	0	7	8	0	13	0
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	100 0	87 13	82 18	100 0	87 13	86 14
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	100 0	73 27	88 12	100 0	75 25	86 14
SATISFIED	83	80	72	60	64	76
NEUTRAL	17	0	13	0	13	5
DISSATISFIED	0	20	15	40	13	19
YES, OR PROBABLY YES	100	40	49	80	38	72
NO, OR PROBABLY NO	0	50	31	20	38	14
WILL RETIRE	0	10	20	0	24	14

EXPRESSED JOB INTEREST:

INTERESTING
SO-SO
DULL

PERCEIVED UTILIZATION OF TALENTS:

FAIRLY WELL TO PERFECTLY
LITTLE OR NOT AT ALL

PERCEIVED UTILIZATION OF TRAINING:

FAIRLY WELL TO PERFECTLY
LITTLE OR NOT AT ALL

SENSE OF ACCOMPLISHMENT GAINED FROM WORK:

SATISFIED
NEUTRAL
DISSATISFIED

REENLISTMENT INTENTIONS:

YES, OR PROBABLY YES
NO, OR PROBABLY NO
WILL RETIRE

TABLE 42 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS BY ACTIVE DUTY SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

AUTODIN/ LF Op Job (N=24)	C2 Radio Maint Job (N=21)	Instructor Job (N=5)	Senior Manager Job (N=5)
63	90	60	100
20	0	0	0
17	10	40	0
71	86	80	100
29	14	20	0
92	86	100	80
8	14	0	20
58	72	80	100
9	14	0	0
33	14	20	0
54	48	60	40
33	38	0	0
13	14	40	60

EXPRESSED JOB INTEREST:

INTERESTING
SO-SO
DULL

PERCEIVED UTILIZATION OF TALENTS:

FAIRLY WELL TO PERFECTLY
LITTLE OR NOT AT ALL

PERCEIVED UTILIZATION OF TRAINING:

FAIRLY WELL TO PERFECTLY
LITTLE OR NOT AT ALL

SENSE OF ACCOMPLISHMENT GAINED FROM WORK:

SATISFIED
NEUTRAL
DISSATISFIED

REENLISTMENT INTENTIONS:

YES, OR PROBABLY YES
NO, OR PROBABLY NO
WILL RETIRE

IMPLICATIONS

This survey was initiated to provide current job and task data for use in evaluating the AFMAN 36-2108 *Specialty Description* and appropriate training documents.

Survey results indicate that the present classification structure, as described in the latest specialty description, accurately portrays the jobs performed by the members of this career ladder. ANG and AFRC personnel perform technical tasks comparable to their active duty counterparts, though only on the surveillance aircraft and HC/MC-130s platforms that are available to them. Ninety-five percent of the members of the Command and Control Radio Maintenance Job previously held the 2A4X3 AFSC, an AFSC that recently partially merged with 1A3X1.

Training personnel should review career ladder training documents as several STS and POI performance-coded items are not supported by survey data. Training personnel should also review the unmatched task listings and consider possible STS or POI inclusion of those tasks performed by a high percentage of personnel.

Job satisfaction is comparable to other Aircrew career fields and the previous 1A3X1 survey. However, the second-enlistment personnel show a relatively low intent to reenlist at their next opportunity. The AUTODIN/LF Operator Job shows relatively low job satisfaction data within the career field.

APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED BY SPECIALTY JOB GROUPS

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TABLE A1

SURVEILLANCE RADIO OPERATOR/MAINTENANCE JOB

TASKS		PERCENT MEMBERS PERFORMING (N=186)
B0112	Perform preflight or thruflight inspections of HF communications systems	95
C0261	Perform mission operation of HF communications systems	93
A0022	Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records	90
A0002	Assemble professional or personal flight gear	90
A0032	Participate in premission briefings, other than conducting	89
C0200	Monitor communications systems for malfunctions	88
A0062	Review flight crew information files (FCIFs) or mission crew information files (MCIFs)	88
A0053	Provide physical security for COMSEC or classified material	87
D0554	Participate in postmission debriefings	87
C0188	Initiate UHF Have Quick system links	87
A0006	Coordinate communications requirements with appropriate agencies	87
C0318	Perform mission operation of UHF equipment communications systems	85
B0155	Perform preflight or thruflight inspections of UHF equipment communications systems	85
B0099	Perform preflight or thruflight inspections of cryptographic loading devices	85
C0474	Troubleshoot HF communications systems	85
A0059	Review communications plans	84
C0199	Monitor communications links for malfunctions	81
A0024	Inventory and update COMSEC material	81
B0113	Perform preflight or thruflight inspections of HF equipment communications systems	81
C0262	Perform mission operation of HF equipment communications systems	81
A0023	Inventory classified materials or documents	80
C0205	Operate airborne communications transceivers	77

TABLE A2
SURVEILLANCE RADIO OPERATOR JOB

TASKS		PERCENT MEMBERS PERFORMING (N=15)
A0001	Annotate mission planning forms	100
A0007	Coordinate data links	100
B0072	Close or secure crew entry doors	100
A0024	Inventory and update COMSEC material	93
C0277	Perform mission operation of Link-11 equipment digital data sets	93
C0316	Perform mission operation of UHF BDPs	93
B0099	Perform preflight or thruflight inspections of cryptographic loading devices	93
B0085	Perform preflight or thruflight inspections of automatic direction finding (ADF) equipment	93
B0123	Perform preflight or thruflight inspections of Link-11 equipment digital data sets	93
A0053	Provide physical security for COMSEC or classified material	87
C0199	Monitor communications links for malfunctions	87
A0023	Inventory classified materials or documents	87
D0552	Destroy COMSEC or classified materials or documents	87
C0261	Perform mission operation of HF communications systems	87
A0002	Assemble professional or personal flight gear	87
A0006	Coordinate communications requirements with appropriate agencies	87
A0005	Coordinate air refueling procedures with flight crew	87
B0073	Configure interphone systems	87
C0322	Perform mission operation of VHF-AM equipment radio sets	87
C0263	Perform mission operation of HF/VHF BDPs	80
C0200	Monitor communications systems for malfunctions	73
A0059	Review communications plans	73
C0318	Perform mission operation of UHF equipment communications systems	67
C0301	Perform mission operation of SATCOM control panels	67

TABLE A3
SURVEILLANCE RADIO MAINTENANCE JOB

TASKS		PERCENT MEMBERS PERFORMING (N=7)
B0122	Perform preflight or thruflight inspections of joint tactical information distribution systems (JTIDSs)	100
C0530	Troubleshoot UHF equipment communications systems	100
A0045	Practice rapid decompression procedures	100
B0113	Perform preflight or thruflight inspections of HF equipment communications systems	86
B0082	Perform mission maintenance checks of intercom or galley chimes	86
C0439	Send Have Quick times of day (TODs)	86
B0112	Perform preflight or thruflight inspections of HF communications systems	86
B0155	Perform preflight or thruflight inspections of UHF equipment communications systems	86
C0489	Troubleshoot JTIDSs	86
C0390	Repair JTIDSs	86
C0198	Maintain UHF Have Quick system links	86
C0194	Maintain airborne maintenance logs	71
C0276	Perform mission operation of JTIDSs	71
A0044	Practice lower compartment fire procedures	71
C0476	Troubleshoot HF/VHF BDPs	71
C0534	Troubleshoot VHF-AM equipment radio sets	71
C0528	Troubleshoot UHF BDPs	71
A0007	Coordinate data links	57
B0081	Perform in-flight walk-around inspections	57
B0114	Perform preflight or thruflight inspections of HF/very high frequency (VHF) baseband distribution panels (BDPs)	57
B0115	Perform preflight or thruflight inspections of high power amplifiers	57
C0262	Perform mission operation of HF equipment communications systems	57
A0040	Practice cabin fire procedures	57
C0391	Repair Link-11 equipment digital data sets	57
C0209	Operate Have Quick systems in antijam mode	57

TABLE A4

HC/MC-130 RADIO OPERATOR JOB

TASKS		PERCENT MEMBERS PERFORMING (N=16)
A0022	Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records	100
C0261	Perform mission operation of HF communications systems	100
B0112	Perform preflight or thruflight inspections of HF communications systems	100
B0117	Perform preflight or thruflight inspections of identification friend or foe (IFF) systems	100
A0032	Participate in premission briefings, other than conducting	94
C0437	Request time-of-landing weather forecasts	94
D0551	Debrief ground maintenance personnel	94
A0030	Operationally check aircraft seat adjustment systems	94
A0002	Assemble professional or personal flight gear	94
A0023	Inventory classified materials or documents	88
A0025	Inventory communications kits	88
A0053	Provide physical security for COMSEC or classified material	88
D0552	Destroy COMSEC or classified materials or documents	88
C0436	Request, receive, or transmit flight following information, air traffic control (ATC) reports, or weather reports	88
A0062	Review flight crew information files (FCIFs) or mission crew information files (MCIFs)	88
C0442	Store COMSEC materials in safe	88
D0554	Participate in postmission debriefings	88
B0160	Perform preflight or thruflight inspections of VHF command radio systems	88
C0188	Initiate UHF Have Quick system links	88
B0154	Perform preflight or thruflight inspections of UHF command radio systems	88
A0069	Sign out classified materials or documents	81
A0056	Review aircrew currency requirements	81
A0024	Inventory and update COMSEC material	75

TABLE A5

EC-130 RADIO MAINTENANCE JOB

TASKS		PERCENT MEMBERS PERFORMING (N=8)
B0081	Perform in-flight walk-around inspections	100
B0078	Inspect crew position lights	100
B0072	Close or secure crew entry doors	100
B0077	Inspect cargo compartment doors	100
D0551	Debrief ground maintenance personnel	100
B0075	Inspect aircraft life support equipment	100
D0556	Perform CDG shutdown procedures	100
A0027	Obtain specialized mission equipment, such as audio tapes, optical disks, video tapes, or time modules	100
A0014	Determine aircraft status	100
C0276	Perform mission operation of JTIDSs	100
C0231	Perform graphics display generator group (GDGG) shutdown procedures	100
A0002	Assemble professional or personal flight gear	100
A0032	Participate in premission briefings, other than conducting	100
B0086	Perform preflight or thruflight inspections of air conditioning systems	100
B0122	Perform preflight or thruflight inspections of joint tactical information distribution systems (JTIDSs)	100
C0233	Perform in-flight air refueling procedures	100
C0489	Troubleshoot JTIDSs	100
A0040	Practice cabin fire procedures	100
A0045	Practice rapid decompression procedures	100
A0022	Inspect Air Force Technical Order (AFTO) Forms 781, Aircraft Discrepancy, Inspection, and Maintenance Records	88
C0237	Perform mission operation of air conditioning systems	88
C0229	Perform descent procedures	88
C0222	Perform before-landing procedures	88
A0062	Review flight crew information files (FCIFs) or mission crew information files (MCIFs)	88
B0079	Inventory in-flight spare parts kits	88
B0074	Initialize communications distribution systems	88

TABLE A6

SECURE COMMUNICATIONS CLUSTER

TASKS		PERCENT MEMBERS PERFORMING (N=21)
C0310	Perform mission operation of STU-IIIs/STU-IVRs	100
B0121	Perform preflight or thruflight inspections of international maritime satellites (INMARSATs)	95
A0023	Inventory classified materials or documents	95
B0112	Perform preflight or thruflight inspections of HF communications systems	95
B0148	Perform preflight or thruflight inspections of STU-IIIs/STU-IVRs	90
C0271	Perform mission operation of INMARSATs	90
D0552	Destroy COMSEC or classified materials or documents	90
A0024	Inventory and update COMSEC material	90
B0157	Perform preflight or thruflight inspections of UHF satellite voice radio systems	90
C0305	Perform mission operation of secure voice systems	86
B0154	Perform preflight or thruflight inspections of UHF command radio systems	86
B0099	Perform preflight or thruflight inspections of cryptographic loading devices	86
B0146	Perform preflight or thruflight inspections of secure voice systems	81
C0304	Perform mission operation of secure phones	81
B0107	Perform preflight or thruflight inspections of facsimile systems	81
D0555	Perform aircraft sweeps for classified material	81
A0062	Review flight crew information files (FCIFs) or mission crew information files (MCIFs)	81
B0139	Perform preflight or thruflight inspections of secure phones	76
B0141	Perform preflight or thruflight inspections of SATCOM control panels	76
C0261	Perform mission operation of HF communications systems	76
C0258	Perform mission operation of facsimile systems	76
C0442	Store COMSEC materials in safe	67

TABLE A7

AUTOMATED DIGITAL NETWORK/ LOW FREQUENCY (AUTODIN/LF) OPERATOR
JOB

TASKS		PERCENT MEMBERS PERFORMING (N=24)
E0644	Perform alert crew changeovers	96
E0646	Practice alert force exercises	96
C0496	Troubleshoot MILSTARs	96
A0024	Inventory and update COMSEC material	92
C0241	Perform mission operation of AUTODINs	92
C0344	Prepare messages using AUTODINs	92
C0451	Troubleshoot AUTODINs	92
C0442	Store COMSEC materials in safe	92
E0645	Perform standby alert procedures	92
E0643	Perform alert aircraft changeovers	92
B0162	Perform preflight or thruflight inspections of very low frequency (VLF)/low frequency (LF) communications systems	92
C0285	Perform mission operation of MILSTARs	88
A0023	Inventory classified materials or documents	88
B0090	Perform preflight or thruflight inspections of automated digital network (AUTODIN) formats	88
A0007	Coordinate data links	83
C0300	Perform mission operation of SASSs	83
E0647	Practice alert reaction procedures	83
A0025	Inventory communications kits	79
A0069	Sign out classified materials or documents	79
C0494	Troubleshoot message processor systems	79
A0071	Stow crewmember gear on aircraft	79
D0552	Destroy COMSEC or classified materials or documents	79
A0032	Participate in premission briefings, other than conducting	79
C0206	Operate data communications systems	75
D0554	Participate in postmission debriefings	75
C0173	Configure data communications systems for operations	71
A0006	Coordinate communications requirements with appropriate agencies	71
A0053	Provide physical security for COMSEC or classified material	67

TABLE A8

COMMAND AND CONTROL RADIO MAINTENANCE JOB

TASKS		PERCENT MEMBERS PERFORMING (N=21)
C0400	Repair multiplex systems	100
C0452	Troubleshoot automatic switchboards	100
C0362	Repair automatic switchboards	100
B0132	Perform preflight or thruflight inspections of multiplex systems	100
C0531	Troubleshoot UHF/FDMs	100
C0521	Troubleshoot STU-IIIs/STU-IVRs	100
C0407	Repair SASSs	100
B0133	Perform preflight or thruflight inspections of patch and test facilities	100
C0424	Repair UHF/FDMs	100
C0179	Establish UHF/FM FDM links	95
C0496	Troubleshoot MILSTARs	95
C0292	Perform mission operation of patch and test facilities	95
E0644	Perform alert crew changeovers	95
A0062	Review flight crew information files (FCIFs) or mission crew information files (MCIFs)	95
B0091	Perform preflight or thruflight inspections of automatic switchboards	95
C0522	Troubleshoot SVSAs	95
B0087	Perform preflight or thruflight inspections of airborne performance monitors	95
C0544	Troubleshoot VLF/LF communications systems	95
E0643	Perform alert aircraft changeovers	95
C0500	Troubleshoot multiplex systems	90
C0494	Troubleshoot message processor systems	90
C0194	Maintain airborne maintenance logs	90
E0645	Perform standby alert procedures	90
C0289	Perform mission operation of multiplex systems	90
C0238	Perform mission operation of airborne performance monitors	86
C0200	Monitor communications systems for malfunctions	86
C0199	Monitor communications links for malfunctions	86
C0319	Perform mission operation of UHF/FDMs	81

TABLE A9
INSTRUCTORS JOB

TASKS		PERCENT MEMBERS PERFORMING (N=5)
I0802	Personalize lesson plans	100
I0800	Maintain training records or files	100
I0798	Evaluate progress of trainees	100
I0783	Conduct formal course classroom training	100
I0789	Counsel trainees on training progress	100
I0781	Brief personnel concerning training programs or matters	100
J0805	Annotate cabinet, safe, or room security forms	100
I0791	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)	80
I0794	Develop or procure training materials or aids	80
I0795	Establish or maintain study reference files	80
H0738	Evaluate personnel for compliance with performance standards	80
I0793	Develop written tests	80
H0745	Initiate actions required due to substandard performance of personnel	80
J0808	Establish or maintain accountability records for classified materials or documents	80
J0816	Maintain COMSEC materials	80
I0792	Develop training programs, plans, or procedures	80
I0797	Evaluate effectiveness of training programs, plans, or procedures	80
I0796	Evaluate training methods or techniques of instructors	80
H0748	Inspect personnel for compliance with military standards	80
H0715	Conduct safety inspections of equipment or facilities	80
H0711	Conduct self-inspections or self-assessments	80
I0799	Inspect training materials or aids for operation or suitability	80
H0720	Determine or establish work assignments or priorities	80
H0727	Develop or establish work schedules	80
I0782	Complete student entry or withdrawal forms	80

TABLE A10

SENIOR MANAGER JOB

TASKS		PERCENT MEMBERS PERFORMING (N=5)
H0744	Initiate personnel action requests	100
H0710	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	100
H0750	Interpret policies, directives, or procedures for subordinates	100
H0770	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	100
H0719	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	100
H0730	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	100
H0731	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	100
H0728	Draft budget requirements	100
H0778	Write recommendations for awards or decorations	80
J0833	Write minutes of briefings, conferences, or meetings	80
H0774	Write job or position descriptions	80
H0771	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	80
H0720	Determine or establish work assignments or priorities	80
H0717	Counsel subordinates concerning personal matters	80
H0738	Evaluate personnel for compliance with performance standards	80
H0716	Conduct supervisory orientations for newly assigned personnel	80
H0777	Write or indorse military performance reports	60
H0775	Write staff studies, surveys, or routine reports, other than training or inspection reports	60
H0706	Assign personnel to work areas or duty positions	60
J0831	Review publications, correspondence, or reports	60
J0807	Compile data for records, reports, logs, or trend analyses	60